

STANDARD INSTALLATION
TOPIC EXCHANGE SERVICE



RELOCATION INFORMATION FOR

Schweinfurt
Germany

Information Date
February 29, 2000

Visit the SITES Web Site at
<http://www.dmdc.osd.mil/sites>

Table of Contents

Installation.....	1
Installation Overview	1
Must Know Items.....	2
Geographically Separated or Satellite Locations.....	5
Nearby Installations (Listed Separately in SITES).....	5
Regulations	6
Commonly Referenced Numbers	7
Major Unit Listing	9
Transportation.....	9
Commissary and Exchange Operations	9
Local Community	10
Local Community Overview.....	10
Time Zone Chart.....	12
Climate	12
Events Calendar	12
Cultural Attractions.....	12
Recreation Opportunities.....	13
Military Related and Civic Organizations	13
Shopping.....	14
State and Community Social Service Agencies	15
Non-Profit Social Service Agencies.....	15
Religious Activities.....	15
Community Transportation.....	16
Education.....	16
Education Overview.....	16
Public and DODDS Schools	16
Private Schools.....	17
Colleges and Universities	17
Adult or Continuing Education	17
Special Education.....	17
Employment	17
Employment Overview.....	17
Federal Civilian Employment for Spouses	18
Permanent Employment Resources	18
Temporary Employment Resources	19
Non-Paid or Volunteer Opportunities.....	19
Chambers of Commerce	19
Private Sector Employment	19
Government Employment.....	19
Professional or Occupational Licensing	19
Networking Opportunities	19
Medical And Dental	19
Medical and Dental Overview.....	19
Medical Services/Directory - on Installation	20
Health Benefits Advisor, Wellness, and CHAMPUS/TRICARE Programs	22
Community Hospitals.....	22
Dental Services/Directory - on Installation.....	23
Family Member Dental Plan.....	23
Housing	24
Housing Overview.....	24
Housing Allowances.....	24
Government Housing	24
Community Housing	25
Utilities.....	26

Relocation Services	27
Relocation Services Overview	27
Relocation Assistance.....	28
In Transit Emergencies.....	29
Financial Preparedness	29
Exceptional Family Member Program (EFMP)	30
Household Goods In-Bound Shipments	30
Household Goods Out-Bound Shipments.....	30
Household Goods Claims	31
Household Goods Weight Allowances	31
POV In-Bound Shipments	32
POV Out-Bound Shipments.....	32
POV Claims.....	33
Pet Boarding/Kennels.....	33
Pet Licensing	34
Pet Quarantines	34
Veterinary Services	34
Pet Transportation.....	34
PCS Reporting Procedures.....	35
Separation Procedures	35
Billeting.....	35
Unaccompanied PCS.....	36
Support Services	36
Support Services Overview.....	36
Family Centers.....	36
Information and Referral	37
Financial Assistance Programs	37
Emergency Assistance.....	37
Family Advocacy	37
Single Member Services.....	37
Support Groups	38
Morale, Welfare, and Recreation	38
Chapel Services and Programs.....	39
Drug and Alcohol.....	39
Legal Assistance	39
Child And Teen Services.....	39
Child and Teen Services Overview	39
New Parent Program	39
Child Care Programs - on Installation	40
Child Care Programs - Community.....	40
Things To Do - Clubs and Social	40
Things To Do - Recreation and Sports	40
Schools	40
School Age Care	41
Religious Programs	41
Special Events.....	42
Sponsorship and Support.....	42
Youth Employment	42
Youth Centers	42
For Teens Only	42
Survival Tips For First Termers.....	42
Survival Tips for First Termers Overview	42
Before You Move.....	42
After You Arrive.....	43
Reporting Procedures	43
Travel Planning.....	43

Vehicle Ownership.....	44
Housing and Billeting.....	44
Money Matters.....	44
At A Glance.....	45
Facility/Services Summary	45
Housing Summary.....	45
Education Summary	45
Local Community Summary	46
Medical and Dental Summary.....	46
Relocation and Support Services Summary	46
APPENDIX	47
Disclaimer	47

Installation

Installation Overview

Schweinfurt military community, part of "The Big Red One", makes up the 280th Base Support Battalion which is attached to the 98th Area Support Group out of Wuerzburg. The major command is the United States Army Europe with a primary weapon system of combat arms. Our community is split between 2 barracks or kasernes (Conn and Ledward). Both barracks are located in the city of Schweinfurt and are approximately two miles apart.

Located in the heart of Franconia, the city offers an enchanting array of picturesque buildings, beautiful parks, outdoor markets and numerous recreational facilities. Schweinfurt is centrally located in Germany, just 99 miles east of Frankfurt and 72 miles northwest of Nuernberg. If you want to explore your surroundings even further, countries such as Switzerland, Austria, France, and Belgium are only a few hours drive away.

The First Infantry Division is charged with the vital mission (as a part of the NATO Defense Team) of maintaining the forward edge of freedom in Western Europe. To carry out our mission, we support a population of approximately 12,000 including 4,758 active duty Army, 12 active duty Air Force, 149 U.S. civilian employees, 478 Local National civilian employees, 6,185 family members, and 93 retirees.

To access the Schweinfurt military from the United States dial 011-49 + prefix + number. Example: To phone a civilian number, dial 011-49-9721-XXXXX. To phone a military (DSN) number dial 011-49-9721-96-XXXX. To reach a specific unit/agency please refer to COMMONLY REFERENCED NUMBERS or MAJOR UNIT LISTINGS. If the number you need is not listed call Community Operations Center (COC) at DSN: 354-6708/6673. COC is open 24 hours.

HISTORY: The Schweinfurt military community was under control of the 3rd Infantry Division until February, 1996. At that time Schweinfurt came under the control of the 1st Infantry Division (Mechanized), the "Big Red One."

The Schweinfurt military community consists primarily of two kasernes (barracks), Conn and Ledward.

Conn: Construction began on the Schweinfurt Flugplatz in March of 1936. The airbase became a Luftwaffe training post for Stuka or dive bomber pilots. Cadets often lost their lives in training exercises requiring them to dive the plane toward the ground before pulling up at the last possible moment. Residents of Schweinfurt maintain that Hitler only visited Schweinfurt once. Goering came to Schweinfurt more often and stayed at Willy Sachs' castle home in Mainberg (Sachs was a prominent Schweinfurt resident and owner of one of the ball bearing plants).

Schweinfurt status as a ball bearing manufacturing center made it an ideal target during the Second World War. Between October 1944 and April 1945 the city endured no less than seventeen Allied bombing attacks. Since most of the German troops had already left the city for other fronts, air defense artillery behind the Flugplatz was manned only by the "Reichsarbeitsdienst" (teenagers who were issued brown uniforms, shovels and military discipline prior to joining the Army).

On the 11th of April, 1945 the 42nd Division, 7th U.S. Army marched into Schweinfurt and seized the Flugplatz. It was occupied by the American Air Corps until 1948 when it was then transferred over to the U.S. Army.

The Flugplatz was renamed Conn Barracks in honor of 2LT Orville B. Conn, Jr. in 1947. Lieutenant Conn was the first World War II casualty of the Sixth Cavalry Group, killed in action on August 10, 1944 at Normandy, France.

Ledward: Construction of the Panzer Kaserne was completed in 1936. The Panzer's 4th Tank Regiment was deployed to fight in Austria between 1937 and 1938. The Fourth was replaced by the 36th Tank Regiment. Other units assigned to the Kaserne included an Armored Artillery Battalion and an Armored Infantry Regiment. Hungarian troops and an anti-aircraft battalion were also stationed here. The Panzer Kaserne was much larger during the Second World War than it is today. Modern day Ledward Barracks does not include areas of the former post such as the Mercedes plant or the city bus garage. Extensive bomb damage during the war destroyed much of the kaserne. Immediately following Schweinfurt's surrender in 1945 the kaserne was used as a refugee camp for displaced Estonians, Yugoslavs, Lithuanians, and Poles. U.S. Consulate Offices were also located here.

The Panzer Kaserne was renamed Ledward Barracks in honor of LTC William J. Ledward. Colonel Ledward was killed in action in Italy, June 1944. He was the Commanding Officer of the 27th Armored Field Artillery Battalion. The U.S. Army took control of Ledward Barracks in 1948.

Must Know Items

Most Schweinfurt military personnel arriving in Germany will fly either into Frankfurt International Airport or the Air Mobility Command (AMC) terminal at Rhein Main Air Base. Whether you arrive at the AMC Terminal or at the Frankfurt International Airport, you will pick up your luggage and process through customs. At Frankfurt Airport, the luggage carts are free. If you are deferred travel orders, your sponsor may not be at the unloading area so do not be alarmed. There is a waiting area for sponsors outside of Customs after luggage pickup. You will probably not see your sponsor until that point.

Once through Customs, all soldiers must process through the 64th Replacement Battalion at Rhein Main Air Base. If you arrive at Frankfurt Airport, the 64th is easy to find - look for the U.S. Forces Information Booth outside the Customs area. The soldier on duty will provide shuttle bus service for you and your family (if concurrent travel) to 64th Replacement.

Now that you are at the 64th, there is a lounge, nursery, dining facility, snack bar and box lunches available for your use. Military personnel will receive a welcome reception, have orders validated, or receive a pinpoint assignment, and receive an orientation from the MACOM representative.

Once processing has been complete, now comes the next step. You, and if on concurrent travel orders, your family, your luggage and pets will board a comfortable commercial bus that will take you to your new community. (Please be aware that pets may be placed in the luggage compartment of the bus.) The 64th representative will be happy to answer any questions before you ride to your gaining unit. While you are safely being transported to your new home the, 64th is calling Schweinfurt Central Processing personnel to notify them of your arrival time and to insure that a sponsor, or unit representative will meet you at the reception area in your new community.

PETS...Pets are very important members of some families. However, the Army gives no special

considerations to those Army families with pets. If you are considering bringing a pet with you to Germany keep in mind that you are responsible for all financial obligations. Shipping your pet will be at your expense. AMC flights will transport some pets (at a cost to you), but due to weight restrictions and limited space this is not always an option. Be prepared to ship your pet commercially. You may consider calling several airlines to get price estimates just in case you cannot get your pet on an AMC flight. If you are authorized concurrent travel and your whole family is coming to Germany together, remember that you may not get temporary or permanent housing immediately. If housing is not readily available you will be housed at the Bradley Inn Guest House. The Bradley Inn does not accept pets. It will be your responsibility to make arrangements for the care of your animals. There are kennels in the area that will board pets. However, at certain times of the year (summer vacation) kennels are booked up months in advance and you may be unable to find boarding for your pet. If you are bringing a pet to Germany, consider deferred travel for family members. Once the sponsor has procured housing the rest of the family (including any pets) can fly to Germany and be assured of a place to stay. Deferred travel may appear to be inconvenient, but may actually be the easiest arrangement for those families with pets.

BANNED DOGS IN BAVARIA: According to Bavarian law the following dogs are illegal in Bavaria: Pit Bull, Bandog, American Staffordshire Bullterrier, Staffordshire Bullterrier, and Tosa-Ina. This includes dogs mixed with any of the above breeds. The burden of proof about what breed you have is on the owner. The following dogs are assumed to be aggressive or dangerous until proven otherwise: Bullmastif, Dog Argentino, Fela Brasileiro, Mastin Espano, Rhodesian Ridgeback, Bullterrier, Dogue de Bordeaux, Mastiff, and Mastino Napoletano. Again, the burden of proof is on the owner. These dogs must be registered immediately upon arrival in Germany. While cost for registering the dogs are minimal, the owner will be told at the German Office for Safety and Environment, that the dog will have to be taken to a GERMAN veterinarian to be **TEMPERAMENT TESTED**. There may be a cost for this testing. A dog must be at least three months old in order to be temperament tested. The fine for having an unregistered dog is...**THE SKY'S THE LIMIT!** Really, there is no set fine. Dogs are registered at the *Offenliche Ordnung und Umweltfragen* (Office for Safety and Environment). The granting of a permit may be combined with certain requirements such as keeping the dog on a

leash and/or use of a muzzle or keeping the animal locked up. Please remember that this is a German office and there may not be anyone who speaks English. If you have any questions please contact your local military or civilian veterinarian.

If you have problems and cannot travel to your community, have missing luggage or arrive too late in the day to continue on, 64th will assist you in making hotel reservations and transportation arrangements. However, the bus leaves Rhein Main once a day and chances are that you will leave for your new community the same day that you arrive in Germany. Your arrival time in Schweinfurt is approximately 3:15 p.m.

The 64th Replacement Battalion is your interim sponsor until you arrive in Schweinfurt. If you have any problems, they will resolve them for you. Look for the uniformed soldier with the easy to spot arm band that says 64th Replacement. It is also a good idea to purchase a few DM (Deutsche Marks) before leaving the States in case of emergencies.

For those who will be driving to Schweinfurt from the airport you will need to obtain an international driver's license prior to departing the United States. Upon leaving the airport take Autobahn 3 (A3) to Wuerzburg, then Autobahn 7 (A7) out of Wuerzburg toward Kassel. Stay on A7 until you reach Autobahn 70. Take the Schweinfurt/Werneck exit onto A70. On A70 take the first exit which is Werneck/Bad Kissingen. Once you get off the exit take a right onto B19. Follow this road for about 15 minutes until you see the sign that says U.S. Facilities-Conn Barracks-which is the 4th exit. Take this exit onto B303. Turn left and follow the signs to U.S. Facilities. At the 1st stop light make a right to enter Conn Barracks. To reach Ledward Barracks stay on B303. At the eighth stop light turn left to enter post.

After you have arrived in Schweinfurt you will be met at the Central Processing Facility by your sponsor or unit representative. In-Processing personnel will give you an appointment slip to return two duty days after arrival at 0745 hrs. Your unit PAC or S-1 will issue such items as ration and meal cards at this time. You will be informed of temporary accommodations or billeting arrangements and you will be assigned to a company in your new unit.

When you return to the Central Processing Facility (CPF) you will be briefed by several organizations. Finance will settle travel vouchers, reimbursables, pay options/inquiries, stop/start allotments, etc.

Dental will pick up your records and Housing will brief you on relevant waiting lists and appropriate housing information. Personnel Service Battalion (PSB) will pick up your 201 file, CPF will ask you to fill out an In-Processing Screening form, and a Medical Aide will pick up your medical record. Finally, an Army Community Service representative will welcome you to Schweinfurt and brief you on relocation and other ACS services available to you and your family in your new community.

On your third day in Schweinfurt you will report to the Central Processing Facility at 0800. At this time CPF personnel will review your In-Processing check list and register you in the In-Processing Training Center (ITC). The Finance Office will complete all paperwork and make arrangements for reimbursement. Later in the week you will receive TA50 and appointments to update your 201 file.

The ITC sponsors a two-week orientation to our community and a brief introduction to the language and customs of Germany. The program ends with a tour of the downtown area and a chance to test your newly acquired German language skills.

Most military members will be arriving in Schweinfurt unaccompanied by family members. Upon obtaining housing, command sponsored family members will receive orders to join their sponsor in Schweinfurt. While the sponsor is awaiting permanent housing, temporary lodging is provided both in the Bradley Inn and in temporary quarters at Askren Manors or Daley Village. Contact the Housing Office upon arrival for additional information. See also RELOCATION SERVICES, subject Billeting.

It is important to remember to hand carry some documents with you. These documents should include passports, medical records, birth certificates for your children, social security numbers, school records, updated resume/transcripts if seeking employment, current ID cards, automobile title and registration, Power of Attorney, and pet health certificates. It is also important that you hand carry your child's Individual Education Plan (IEP) if the child requires special educational needs. Please remember that special education records are not in cumulative files. You must ask for them separately.

Once you arrive overseas it is not possible to sign up for Supplemental Security Income (SSI) and Supplemental Security Disability Income (SSDI) through the Social Security Administration. If you have a spouse or child with a disability it is essential

that before you come overseas you visit your local Social Security office. It could make a significant difference in your family income.

You will find that living in Germany can be expensive. Government quarters will be provided to all military families, although the wait can sometimes exceed 3 months. If you choose to live "on the economy" (outside government quarters) you will receive Overseas Housing Allowance (OHA) to help off-set the cost of rent. Cross reference to HOUSING for more information. All military and some civilian personnel receive a cost of living allowance (COLA). COLA fluctuates with the DM rate.

Conveniences that are largely taken for granted in the United States are not readily available in Europe. For example, German stores are not open late, nor on Sundays. Favorite brands, styles or sizes of particular products may not be available through the Commissary.

The German currency is the Deutsch Marks (DM). There are 1, 2, 5, 10, 20, and 50 pfenning coins, 1, 2, and 5 DM coins, and 10, 20, 50, 100, 500, and 1000 DM notes. Exchange rates fluctuate daily. The current average exchange rate is one U.S. dollar (\$1.00) equals 1.82DM as of August 30, 1999.

AUTOMOBILE CHILD RESTRAINT: German cars requires all children under 12 years of age, who are shorter than 4'11" and weigh 80 pounds or less to use an approved child seat or booster seat. Newborn to 3 years, weighing 0-40 pounds, must use a full car seat. Children 3-12 years old, weighing 33-80 pounds, are required to sit in the back seat using an approved booster seat.

TRANSMITTER INTERFERENCE: It is illegal to own, operate or sell cordless transmission equipment brought from the United States. Use of this equipment is illegal in Germany, because radio frequency bands are used differently in Europe than in the States. Use of these transmitters may interfere with air traffic control, private business, radar, security and television. The penalty can be imprisonment up to 20 years or a fine up to 10,000DM. REMEMBER, just because you buy it in the PX here does not make it legal!!! For more information contact the Division Frequency Manager at DSN 350-6201/7306.

SUPERVISION OF CHILDREN: In accordance with Army regulation 608-18, children under the age of 9 will not be left unattended. Children younger

than 5 years must be in the physical presence of a parent, designated adult, certified child care provider, or certified teen baby-sitter. This applies to all areas, including playgrounds, stairwells, and vehicles.

Children 5 through 8 years must be attended by a parent, designated adult, certified child care provider, certified teen baby-sitter or be a participant in an approved "Latch Key" program. School age children 6-8 years may walk to school without a parent's direct supervision if the parent has a suitable plan for ensuring the child's safety.

Children 8 years and younger will not be left unattended in community facilities or parked cars. Regardless of age, children who misbehave or disrupt others while using community facilities will be removed by Military Police personnel. The disruptive individual will be asked to leave the premises. Should the individual not comply, they will be detained and transported to the Military Police Station.

All baby-sitters between the ages of 13 and 17 must complete a recognized "Teen Baby-sitting" course and be in possession of current certification prior to baby-sitting. Children 13-15 may not baby-sit overnight.

SCHOOL UNIFORM POLICY: All items that are part of the basic uniform will be stocked by AAFES. Brand names, such as Land's End must have the logo removed unless invisible as in shirt labels. The items approved for the school uniform include: navy blue or khaki docker style cotton/polyester long pants; jumpers, skirts, skorts, and walking shorts. Red, white, or light blue shirts, either long or short-sleeved Polo shirts, turtleneck long-sleeved shirts, and official PTSA-t-shirts, sweatshirts, or jackets. Socks/tights should be white, navy, or red, and shoes will have a sturdy tie, velcro, buckle or casual shoes in brown, black, or white. Visible brand names or logos are prohibited (exceptions will be for tennis shoes). No platform shoes, sandals, or dress shoes with slick leather soles. Optional sweaters or sweater vests should be red, white, or navy blue.

Children 9 years and older shall not be left unattended for longer than a few hours on a regular basis (e.g., after school, during school holidays/break).

SMOG ALERT STICKERS: Be aware when you purchase an automobile in Germany. If your automobile has less than a three (3) way catalytic converter you are not allowed to drive during a Smog

Alert. Automobiles with a three way catalytic converter will in issued a sticker at the time of

registration. For more information contact Vehicle Registration at 353-8465.

Must Know Items

--Installation--	
Site Name	Schweinfurt
Last Updated	February 29, 2000
Country	Germany
County	
ZIP Code	09033
Service	USA
Host Command	
Physical Size	4758
--Phones--	
DSN Country Code	314
DSN Number	354-6751/6486
Commercial Country Code	011-49
Commercial Area Code	9721
Commercial Number	96-6751
FAX DSN Country Code	314
FAX DSN Number	354-6851
FAX Commercial Country Code	011-49
FAX Commercial Area Code	9721
FAX Commercial Number	96-6851
--Official Mailing Address--	
Street Line 1	280TH BSB, ATTN: ACS,
Street Line 2	CMR 457
City	Schweinfurt
Overseas P.O.	APO AE
ZIP Code	09033
--Deliverable Address--	
Street Line 1	Ledward Kaserne, ATTN: ACS
Street Line 2	Niederwerner Strasse, Gebaude 242
City	Schweinfurt
State/Territory	
ZIP Code	97424
E-Mail	relpgmgr@280bsbnt3.schweinfurt.army.mil

Geographically Separated or Satellite Locations

Bad Kissingen is located 30 kilometers north of Schweinfurt and consists of military housing, an elementary school and a small commissary.

Nearby Installations (Listed Separately in SITES)

<i>State/Country</i>	<i>Site Name</i>	<i>Service</i>	<i>Distance</i>
Germany	Bamberg	USA	56 km
Germany	Kitzingen	USA	54 km
Germany	Wuerzburg	USA	45 km

Regulations

Traffic..... :

Traffic in Europe is typical of any congested location. However driving overseas does require a knowledge of different regulations, rights-of-way, traffic signs and pedestrian considerations. All new personnel and their family members must attend a mandatory driver orientation briefing before obtaining an operator's license in Germany. Also, Automobile insurance rates are considerably more expensive than those in the United States.

Vehicle Checks

Vehicles are subject to safety inspections at any time. It is the responsibility of the owner/operator to ensure safe mechanical condition of his vehicle. Strict laws prohibit running out of gas while driving on the autobahn in Germany. Failure to maintain a safe automobile and running out of gas (on the autobahn) can result in heavy fines. By law you must have a warning triangle and a first aid kit in your automobile at all times.

Accidents

Contact the military police nearest your location. Remain at the scene. Leaving the scene is a criminal offense and can result in a prison term or a revoked license or both. Place your reflectorized warning triangle a sufficient distance away from the rear of the scene. Call for medical help and an ambulance if required. Try to make the injured party comfortable, but never move them.

Auto Clubs

Much like in the U.S., personnel may elect to purchase private auto club membership. In time of an accident or breakdown the expense of the policy will become worthwhile. In Germany there are several auto clubs available. In addition to emergency assistance, they also provide tourist guide information and directional maps (local and long distance).

Criminal Offenses

In Germany, active duty military are under the jurisdiction of the Uniform Code of Military Justice (UCMJ). Civilians are under the jurisdiction of the local authorities who may relinquish this authority to

the local military commander for Civilian Misconduct Action Authority (CMAA).

Crime Stop

Crime exists in Germany just as in any other country. However, there are things that you can do to protect yourself and your belongings. Be alert and aware of your surroundings, blend in to your locale, use a fanny pack instead of a purse. Utilize Operation Identification (USA plus SSN) to engrave identifying information on your personal property. Local authorities in conjunction with the Provost Marshal's Office (PMO) will assist in performing home security evaluations and will otherwise assist you whenever needed.

Restricted Areas

There are few restricted areas within Germany. Check with the local PMO for specific information.

Name: Driver's Testing (USAREUR)
Address: Bldg 267, Ledward
Phone: DSN 354-6761/6562, CIV 09721-96-6761
Comments: Hours of operation: Mon-Thu 0800-1630 Fri 0800-1500 To drive in Germany you must obtain a USAREUR POV (privately owned vehicle) driver's license. The POV test may only be taken after completion of the "Driving in Europe" orientation. If you do not have a valid stateside driver's license, you are required to take the Germany driving course which is lengthy and can be expensive (around 3,000 DM). The cost for a USAREUR POV license is \$10.00 and must be paid by check or money order. For questions and additional information contact the driver testing office at the above number. If you wish to access the study manual (USAREUR Pamphlet 190-34) on the Internet, visit their website (web link located above).

Name: Hunting and Fishing License (USAREUR)
City: Kitzingen
Phone: DSN 355-6800/8609
Comments: Hours of operation: Mon-Fri 0800-1700 For conservation and control reasons, German law mandates that fishermen must have a license and a permit to fish. A license can only be applied for after attending a government-sanctioned fishing course. A permit cannot be obtained without a license, and is required for each fishing site and instance of fishing. Fees are charged for both licenses and permits. The fishing courses are evenings, including a Saturday course, and the hunting courses are 6 weeks long, with 3-4 Saturdays included. These courses familiarize students with the rules and restrictions of the sport in Germany. It covers equipment use and procedures, fishing seasons, local fishing areas and clubs, fish species and gender identification, and the penalty system for violating the rules governing fishing in Germany. Membership in the Kitzingen Rod and Gun Club is free of charge.

Name: Passports and ID (Military ID and DD Form 1173)
Address: Bldg 215, Ledward
Phone: DSN 354-6307 CIV 09721-96-6307
Comments: Hours of operation are: Mon-Wed 0900-1130 Thur 0900-1500 Fri 1300-1530 (appts only) B Detachment 38th Personnel Service Battalion can provide assistance with U.S. ID card applications, passport applications, birth registration/certification, reassignment orders, military awards, in/out processing and perform record updates. PARENTS: If you have a child born in Germany you must apply for the newborn's passport within 30 days of birth.

Name: Vehicle Registration (USAREUR)
Address: Bldg 64, Conn
Phone: DSN 353-8465, CIV 09721-96-6465
Comments: Hours of operation: Mon-Fri 0815-1500; Last day of the month 0815-1100; Walk-in appointments only. Last appointment seen at 1500 hrs. Closed German holidays and American holidays. Insurance is required before registering a car in Germany. There are several companies in the local area that participate in the NATO rate. The insurance company will give you a "double white card" to serve as proof of liability insurance. Vehicles registered through the Schweinfurt office receive permanent plates when they successfully complete a safety inspection. To apply for registration the following documents are needed: completed AE Form 190-1AA with proof of safety inspection, proof of ownership, double white insurance card, valid USAREUR POV driver's license, valid ID card, and custom's clearance (if applicable). The fee for registering your vehicle is \$10.00 and must be paid by check or money order.

Name: Weapons Registration (USAREUR)
Address: Bldg 64, Conn Barracks
Phone: DSN 353-8465, CIV 09721-96-8465
Comments: Hours of operation: Mon-Fri 0815-1500; Walk-in appointments only, last appointment seen at 1500 hrs. Closed German and American holidays. Last day of the month 0815-1100 Weapons must be registered within 72 hours. If you are bringing a weapon from the states you must bring in a copy of your orders showing proof of authorization to ship firearms. You must also bring in proof of ownership (i.e., FTB form, bill of sale) and your inventory slip with proof of serial number, make, model and caliber of the weapon. If you purchase a weapon in Germany from a local business you need to bring in the bill of sale to register it. If you purchase a weapon here from another soldier or DOD employee you must bring the weapon with you to register it. All soldiers E4 and below must keep their weapons in the Arms Room. All soldiers E5 and above living in barracks must also keep their weapons in the Arms Room. Cost of registering a weapon is \$8.00 check or money order.

Commonly Referenced Numbers

General Information..... :

All of the numbers listed that are Defense Satellite Network (DSN) numbers (i.e., 354 or 353 numbers) can be reached from a civilian phone within Germany

by dialing 09721-96-XXXX. Within Europe but outside Germany they can be reached by dialing 49-9721-XXXX. Outside of Europe they can be reached by dialing 011-49-9721-96-XXXX.

Commonly Referenced Numbers

<i>Name</i>	<i>Commercial</i>	<i>DSN</i>
Army Career and Alumni Program	09721-96-8019	353-8019
Army Community Service (ACS)	09721-96-6751/6486	354-6751/6486
Army Emergency Relief (AER)	09721-96-7071	354-7071
Banking (Nations Bank) - Conn Barracks	09721-87096	353-8269
Banking (Nations Bank) - Ledward Barracks	09721-88096	354-6403
Billeting (Bradley Inn)	09721-794101	354-1700
Chaplain	09721-96-6662/6250	354-6662/6250
Child Development Services (Central Registration)	09721-96-6517/6414	354-6517/6414
Civilian Personnel Advisory Center	09721-96-6274/6444	354-6274/6444
Commissary	09721-802902	354-6485
Community Operations Center (COC)	09721-96-6708	354-6708
Credit Union - Andrews Federal Credit Union	09721-796860	354-6891
Customs	09721-96-6607/6273	354-6607/6273
Education Office - Conn	09721-96-8308	353-8308
Education Office - Ledward	09721-96-6383	354-6383
Family Assistance Center	09721-96-6751/6486	354-6751/6486
Finance	09721-96-1730	354-1730
Health Clinic	09721-96-6641	354-6641
Housing Office	09721-96-6317/6712/6448	354-6317/6388/6448
In/Out Processing	09721-96-6480/6550	354-6480
Legal Office	09721-96-8384/8504	353-8384/8504
Military Police	09721-802160	354-6766/6624
Post Exchange	09721-808814	N/A
Red Cross	09721-96-6251/1760	354-6251/1760
Schools - Bad Kissingen Elementary	0971-65204	N/A
Schools - Schweinfurt Elementary	09721-81893	354-6734/6518
Schools - Schweinfurt Middle School	09721-804301	354-6813/6812
Schools - Wuerzburg High School	0931-889-7176/7177	350-7176/7177
Transportation - Travel Section	09721-97-8455	353-8455
Transportation Management - Inbound	09721-96-8746/8930	353-8746/8930
Transportation Management - Outbound	09721-96-8879	353-8879
Vehicle/Weapons Registration	09721-96-8465/8201	353-8465/8201

Major Unit Listing

<i>Unit</i>	<i>Command</i>	<i>Point of Contact</i>	<i>Commercial</i>	<i>DSN</i>	<i>Fax</i>
1/18 Infantry	1st ID		09721-96-8364	353-8364	
1/26 Infantry	1st ID		09721-6625/6789	354-6625/6789	
1/4 Cavalry	1st ID		09721-96-8602	353-8602	
1/7 Field Artillery	DIVARTY		09721-96/6652/6495	354-6652/6495	
1/77 Armor	1st ID		09721-96-8648/8768	353-8648/8768	
106th Finance	280thBSB		09721-96-6729/6315	354-6729/6315	
280th Base Support Battalion	98th ASG		09721-96-1500	354-1500	
299th Support Battalion	1st ID		09721-96-8083	353-8083	
2nd Brigade	1st ID		09721-96-8606/8679	353-8606/8679	
560th Military Police Customs	280th BSB		09721-96-6607/6273	354-6607/6273	
9th Engineers	1st ID		09721-96-6233	354-6233	
B Detachment 38th Personnel Service Battalion	280th BSB		09721-96-6463	354-6463	
Dental Clinic	280th BSB		09721-96-1720	354-1720	
E TROOP	1st ID		09721-96-8679/8704	353-8679/8704	
U.S. Army Schweinfurt Health Clinic	280th BSB		09721-96-1750	354-1715	

Transportation

Taxi Service Ruf..... : CIV 09721-16060 Mini CAB..... : CIV 09721-1236 Red CAB..... : CIV 09721-1733 Comments..... : Taxis are located just outside the main gates of both Conn and Ledward Barracks. Drivers accept payment in both Deutch Marks and US Dollars. Taxi service is very expensive.

Name: Commercial Travel Office (SATO)
Address: Bldg 224, Ledward
Phone: CIV 09721-78470
Comments: Hours of operation: Mon, Wed, Fri 0800-1630 SATO Travel has schedules for local trains.

Name: Shuttle Bus
Address: Bldg 63, Conn
Phone: DSN 353-8386/8481, CIV 09721-96-8386/8481
Comments: Free shuttle bus service is provided between Conn and Ledward Barracks, to large American housing areas and to Wuerzburg. For a shuttle bus schedule stop by the ACS office.

Commissary and Exchange Operations

Certain items on military installations are rationed (coffee, cigarettes, liquor and gas). Cigarette, coffee, and liquor ration cards can be obtained through the soldier's unit. When you register your vehicle, your registration will serve as your fuel ration card. The number of liters authorized per vehicle per month depends on the vehicle's engine size. Gas coupons can be purchased through AAFES. Gas is sold in

liters and coupons come in books of 1 liter coupons, 5 liter coupons, and 5 and 15 liter coupons. Coupons are valid at AAFES gas stations on post, ESSO stations off post and ESSO and BP stations on the autobahn. You may also purchase gas at AAFES gas stations without using gas coupons, but you must show your ration card and pay by cash, check, or at some locations, credit card.

Name: AAFES Gas Station and Auto Parts
Address: Near Commissary
Phone: DSN 354-6519, CIV 09721-82539
Comments: Hours of operation: Mon-Fri; 0700-1800; Sat-Sun 1000-1800

Name: Army and Air Force Post Exchange
Address: Bldg 228, Ledward
Phone: CIV 09721-80880
Comments: Hours of operation: Mon-Wed; Fri, Sat 1000-1900; Thur 1000-2000; Sun 1100-1800

Name: Commissary - Schweinfurt
Address: Bldg 502, Askren Manor
Phone: DSN 354-6485, CIV 09721-803162
Comments: Hours of operation: Tue, Wed, Fri 1000-1900; Thur 1000-2000; Sat 0900-1700; Sun 1100-1600; closed Mondays Coupons are accepted up to six months past expiration date.

Name: Conn Shoppette
Address: Bldg 64, Conn
Phone: CIV 09721-85988
Comments: Hours of operation: Daily 0900-2100

Name: Furniture Store
Address: Bldg 229, Ledward
Phone: CIV 09721-808815
Comments: Hours of operation: Mon-Sat 1000-1800; Sun 1100-1800

Name: Ledward Cafeteria
Address: Bldg 226, Ledward
Phone: CIV 09721-82334
Comments: Hours of operation: Breakfast Service; M-F 0630-1100, Sa 0700-1100, Sun 1000-1300 Grill; Mon-Sat 1100-1300, Sun 1000-1700 Taco, Pizza, Robin Hood, Rotisserie; Mon-Sat 1100-1900, Sun 1100-1700 Baskin-Robbins; Winter hours, Mon-Sun 1100-1700 Summer hours, Mon-Sun 1100-1900 Sweet Reflections; M-F 0630-1400, Sa 0700-1400, Sun 1000-1400

Name: Ledward Shoppette
Address: Bldg 225, Ledward
Phone: CIV 09721-802795
Comments: Hours of Operation: 24 Hours

Name: Service Mart - Conn
Address: Bldg 64, Conn
Phone: CIV 09721-806660
Comments: Hours of operation: Mon-Fri 1000-1800; Sat 1000-1500

Name: Service Mart - Ledward
Address: Bldg 237, Ledward
Phone: CIV 09721-802496
Comments: Hours of operation: Mon-Fri 1000-1800; 1st and 3rd Sat, 1000-1500 American holidays 1000-1600 The Service Mart provides dry cleaning services, photo developing, and rents televisions and VCRs.

Local Community

Local Community Overview

North of Wuerzburg, along the banks of the Main River, lies the city of Schweinfurt. The first documentation of the city's existence was in 740 A.D. Schweinfurt was almost completely burned in 1554, but was rebuilt during the Renaissance (14th-16th centuries). Schweinfurt's industry dates back to the end of the 18th century when a dye plant was started. Even today there is a shade of green widely known as "Schweinfurtgreen." In 1853, the first pedacycle (a forerunner to today's bicycle) was built in Schweinfurt by the firm that is now the largest ball

bearing manufacturer. The manufacturing of ball bearings established Schweinfurt as a major industrial center and also led to the city's destruction in a bombing raid in 1943. Today, Schweinfurt is an industrial city with 50,000 residents. The present four ball bearing factories employ some 28,000 people. Other local industries include machinery, leather, sugar, chemicals, soap, bricks, beer and wine. Also located here are a number of printing firms, and iron and steel plants (one of which manufactures the "Iron Lung").

The beautiful Franconian countryside offers many opportunities for enjoyable and interesting tours and day excursions. These include ancient Mainberg Castle, Bad Sennfeld and Werneck Castle, the summer seat of the Prince Bishops of Wuerzburg.

Ninety minutes south of Schweinfurt, the city of Rothenburg sits overlooking the Tauber River. One of the best preserved medieval towns in Germany and the only remaining completely walled-in city in Germany, Rothenburg remains little changed from medieval times. A little over an hour southeast of Schweinfurt lies Nuernberg, the second largest city in Bavaria. Nuernberg was a great imperial city dating back to the year 1040. The town was almost totally wiped out by air strikes during World War II, but has been restored to a large extent. Nuernberg is the location of one of Germany's oldest Christkindlesmarkts, the famous Christmas markets. Besides offering a wide range of shopping, Nuernberg boasts a picturesque zoo and majestic Gothic churches. Wuerzburg is located just 30 minutes southeast of Schweinfurt and offers many sightseeing opportunities, including churches, cathedrals, the Fortress Marienberg, and the Prince Bishop Palace. Wuerzburg is called the Hub of Germany as it is the junction of the most important motorways in Germany. There are 6 highway exits out of Wuerzburg. They lead to the Netherlands, Belgium, Austria, Italy, Scandinavia, and Switzerland.

From Schweinfurt's central location in Germany, Europe is easily accessible - from a walk along the Seine in Paris (5 hours away) to skiing the Austrian Alps (3 hours away), a stroll through Holland's tulip fields (6 hours away) to shopping for crystal in the Czech Republic (3 hours), seeing Michelangelo's statue of David in Florence, Italy (8 hours) to buying pottery and baskets in Poland (6 hours). Whether you choose to take short drives through the rolling farmland surrounding Schweinfurt or longer trips to places you have only read about you are sure to find something to delight you!

German Customs: Germany is a country rich in national customs, many with traditions hundreds of years old. After you have lived here for awhile you will find that the best way to make friends and get along with the people of your host country is to respect and understand the rules of their culture. Some may involve signs of politeness, while others refer to expected behavior. Whatever the case, a knowledge of the basics will allow you to enjoy the difference that "living abroad" in Germany has to offer. The following are some guidelines to follow.

MIDDAY REST: The hours from 1300-1500, Monday through Saturday, have traditionally been reserved throughout Germany for the "Mittagsruhe" (midday rest). It is not written into law, and although many Germans (especially the younger generation) no longer observe it strictly, your neighbors are within their rights when they expect you to abide by the custom. Loud music, lawn mowers, machines, etc., are not traditionally tolerated during these hours. **QUIET HOURS:** Germans take their days off seriously, and our example of this is the law that assures no unnecessary noise is made on Sundays. If you are accustomed to washing your car in the driveway with your favorite music playing from a nearby radio, forget it. In fact, any work around the house that involves loud noise is expressly forbidden on rest days. Quiet is expected every day after 2200 hours until 0600 hours.

GERMAN HOUSE RULES: Hallways, corridors, and stairwells are to be cleaned according to posted house rules. The cleaning of common areas (drying rooms, basement hallways, basement stairs) is to be done alternately by the tenants. Barbeques or open fires are not permitted on residential balconies in Germany. All outdoor cooking must take place at a distance of at least 8 feet from the building. Be especially careful to place the barbeque in an area where smoke will not drift into an open window.

SHOPPING: When Germans shop they expect to be served by store employees. Instead of handling items yourself, especially produce in open air markets, tell the owner or sales person what you want and let them select the item. If not satisfied with the selection just shake your head or tell the clerk you want a different item. In Germany, most stores close promptly at 2000 hours on weekdays, at 1600 hours on Saturday and are closed all day Sunday.

RESTAURANT DINING: Remember that meals are prepared individually in Germany, so expect to wait after ordering. Most Americans agree that you will

never find better food in larger quantities anywhere. When paying your bill always round up to the next DM at least! If very satisfied you can, of course, leave a more generous tip.

MEETING GERMANS: Don't get upset if your neighbors make no attempt to meet you when you move into a neighborhood. Germans rarely make a special effort to welcome newcomers. They cherish

privacy. That's why they keep their office and house doors closed. Shake hands when you meet people, but allow the senior person to offer their hand first. Say simply "Guten Tag, Herr or Frau (last name)" when you're introduced. If you are invited to dinner, bring a bouquet of flowers or a bottle of wine. Take the wrapping off the gifts before presenting them, and do not bring red roses (meant for sweethearts).

Time Zone Chart

<i>Location</i>	<i>Adjustment for GMT</i>
Pacific	-8
Mountain	-7
Central	-6
Eastern	-5
Greenwich (United Kingdom)	0
Central European (Germany)	1
East Asia (Japan)	9

Climate

Schweinfurt experiences four distinct seasons. Winters are cold. Snow and ice are common.

Summers can get hot but are usually mild. Most German homes do not have air conditioning. Rain occurs regularly throughout the year.

Climate

<i>Month</i>	<i>High</i>	<i>Low</i>	<i>Humidity</i>	<i>Precipitation</i>
January	35	28	73%	1.70"
February	38	29	71%	1.30"
March	48	35	69%	1.40"
April	56	40	58%	1.60"
May	63	48	62%	2.00"
June	70	53	61%	2.30"
July	75	57	57%	2.50"
August	73	56	57%	2.20"
September	68	51	62%	1.90"
October	56	42	70%	1.70"
November	44	36	73%	1.60"
December	38	32	74%	1.90"

Events Calendar

Schweinfurt and its surrounding towns and villages provide an abundance of things to do. Folk, church, wine and beer fests occur in various villages and cities from March through September. In the winter, Schweinfurt residents enjoy strolling through outdoor markets, sipping hot mulled wine and drinking in the festive atmosphere of the season. Volksmarches are also held throughout the year regardless of the weather and offer a pleasant pastime for a Saturday or Sunday.

Cultural Attractions

Schweinfurt is a city rich in tradition and cultural heritage. The Ruckert Society, formed in honor of the poet and scholar, Friedrich Ruckert who was born in Schweinfurt, has made political and scientific circles aware of his important contribution towards the understanding between cultures. Close to the Ruckert building, a cultural center for young and old alike, is the Armory of 1590 and the town walls. Also nearby is a 785 seat theatre, providing over 125 performances a year. For additional information on

cultural events in Schweinfurt contact the Public Affairs office or ACS following your arrival.

Recreation Opportunities

Being situated on a river makes Schweinfurt ideally suited for hobbies like rowing and water skiing, river-side camping and angling. For those who enjoy walking there are plenty of places where you can park your car and walk through a network of well-marked paths. Children's playgrounds in the woods, areas where children can splash around under jets of water, and animal enclosures make Schweinfurt an ideal place for younger family members. The well-known Willy Sachs stadium is right next door to Ledward Barracks. Indoor and outdoor tennis courts, riding paddocks, and covered training area, rinks for roller and ice skating and a toboggan run are other recreational facilities available in Schweinfurt.

Name: Adventure Park Schloss Thurn
City: Heroldsbach
Phone: CIV 09190-555
Comments: Hours of operation: April 2-October 3, 1000-1700 Take A3 to Erlangen, exit at Hochstadt-Ost. Exit Baiersdorf Nord and follow signs to Heroldsbach.

Name: Deutschhof Animal Park
City: Deutschhof
Proximity to site: 4 km
Comments: Hours of operation: Daily April 1-November 1, 0900-1900 When in Deutschhof follow the signs to the park.

Name: Europapark
City: Rust/Freiburg
Phone: CIV 01805776688
Proximity to site: 300 km
Comments: Hours of operation: Daily April to October 21; 0900-2000 Take A5 coming from the North, Exit Ettenheim. Follow signs to Rust/Europapark.

Name: Freizeitland Geiselwind
City: Freizeit-Land Geiselwind
Phone: CIV 09556-224/357
Comments: Hours of operation: April 2-October 24, 0900-1800 Take A3 to Nuernberg, Exit at Geiselwind exit. Once in Geiselwind take a left and stay on main road until you see the park on the right.

Name: Holiday Park
City: Hassloch/Pfalz
Phone: CIV 06324-5993-900
Comments: Hours of operation: Daily March 27-October 17, 1000-1600 Take A61, exit at Habloch; B39 Highway. From A65 exit at Habloch.

Name: Klaushof Animal Park
City: Bad Kissingen
Comments: Hours of operation: 1 Apr-30 Oct; 0800-1800, Rest of year; 0800-1700 Children up to 8 years must be accompanied by an adult. Tickets cost DM1.00 for adults and DM.50 for children 6-14 years old. The animal park is accessible by a small train called "Kurbaehnle" if you prefer not to drive your own automobile. The Kurbaehnle departs from the Kurpark every hour from 1000 to 1700. Tickets cost DM4.00 for an adult and DM2.00 for children.

Name: Wildpark
City: Bad Mergentheim
Phone: CIV 07931-41344
Comments: Hours of operation: Daily from 0900-1800; Closed during the Winter Take A7 to Wuerzburg, then A81 to Stuttgart. Exit at Tauberbischofsheim and follow signs to Bad Mergentheim.

Military Related and Civic Organizations

There are several Military related and civic organizations in this area. The following is a partial list.

Name: ACS Private Organization
Address: Bldg 242, Ledward
Phone: DSN 354-6486, CIV 09721-97-6486

Name: American Legion, Omar Bradley Post 42
Address: Hauptstrasse 19
City: Oberwerrn
Phone: CIV 09726-2516
Comments: Hours of operation: Mon-Sun 1600-0100 Country and Western music daily. Bands as announced.

Name: Boy Scouts of America
Phone: DSN 354-6636

Name: CAV Connection
Comments: Hours of operation: Tue-Thur 0900-1200 CAV Connection is a free closet. All items are donations and available for all Schweinfurt Military Community members.

Name: Enlisted Spouses Club
Comments: Membership is extended to the spouses of all enlisted personnel, retirees, and DA civilians GS6 and below (or equivalent) who are a part of the Schweinfurt Community. Meetings are held the third Monday of each month. The goal of ESC is to foster camaraderie among spouses and to encourage a spirit of community responsibility through support of and participation in social, cultural, educational, and welfare activities.

Name: Girl Scouts of America
Phone: CIV 09721-806911; DSN 354-6132

Name: Schweinfurt Officers' and Civilians' Spouses Club
Comments: The SOCSC is an organization open to all spouses (male and female) of officers and DoD civilians (GS-7 and above), who are a part of the Schweinfurt community. "The purpose of the SOCSC is to foster closer social relationships among members, to provide opportunities for cultural pursuits, recreational welfare of the community and support of welfare projects...and when called upon, assist in the Government's mission in Germany" - SOCSC Constitution, Article II.

Name: Thrift Shop
Address: Bldg 229, Ledward
Phone: DSN 354-6723, CIV 09721-96-6723
Comments: Hours of operation: Tue, Wed, Fri 1000-1400; Thur 1300-1700; Saturdays after paydays 1300-1600 The Thrift Shop sells items on consignment. It is a great place to sell your used items or to pick up some inexpensive necessities (transformers, German appliances, baby clothes, etc.) It is staffed entirely by volunteers and the money earned is returned to the community.

Name: United Service Organization (USO)
Address: Bldg 224, Ledward
Phone: DSN 354-6711, CIV 09721-96-6711
FAX: 09721-804600
Comments: Hours of operation: Mon-Fri 1130-1700

Name: VFW Post 10658
Address: Hauptstrasse 26
City: Euerbach
Phone: CIV 09726-2510
Comments: Hours of operation: Tue-Sun 1900-0100; Closed Mondays All ID card holders and guests welcome!

Shopping

Shopping opportunities are abundant in Germany. The drive is never too far when you consider the size of the country. Keep in mind that shops traditionally close at 1600 hours on Saturdays. Shops close between 1800 and 2000 on weekdays. Nothing is open on Sunday. According to German law, Sunday is a day for family fun and relaxation. There is an AAFES on post so you can buy your favorite American brands. But you will find a large variety of stores off post to meet most of your needs.

Name: Army Air Force Exchange Service (AAFES)
Address: Bldg 228, Ledward
Phone: CIV 09721-808810
Comments: Hours of operation: Mon-Wed, Fri, Sat 1000-1900; Thur 1000-2000; Sun 1100-1700

Name: Kaufhof Galeria
Address: Am Jaegersbrunnen
City: Schweinfurt
Phone: CIV 09720-1561
Proximity to site: 2 miles from Ledward, 5 miles from Conn
Comments: This is a large department store. They sell clothing, dishes, appliances, household items.

Name: Adolf Rosa
Address: Spitalstrasse
City: Schweinfurt
Phone: CIV 09721-208238
Proximity to site: 2 miles from Ledward, 5 miles from Conn
Comments: Clothing, carpets, linens

Name: Bilca (E Center)
Address: Oskar von Millerstr 6
City: Schweinfurt
Phone: CIV 09721-86071
Proximity to site: 2 miles from Ledward, 5 miles from Conn
Comments: The E Center is the German equivalent to Wal-Mart (though more expensive). The store has groceries, household goods, hardware, gardening supplies, etc.

Name: Marktkauf
Address: Carl Benz Str 7
City: Schweinfurt
Phone: CIV 09721-60262
Proximity to site: 2 miles from Ledward, 5 miles from Conn

State and Community Social Service Agencies

There are no state social service agencies in Schweinfurt available to Americans. Food stamps, Welfare, and WIC programs are unavailable in this area. There are some programs in place in the military community that are provided in lieu of those we are accustomed to in the United States. Cross reference to SUPPORT SERVICES.

Non-Profit Social Service Agencies

Name: American Red Cross
Address: Bldg 206, Ledward
Phone: DSN 354-1760, CIV 09721-966251
Comments: Hours of operation: Mon-Fri 0800-1630 The Red Cross provides emergency communications, access to financial assistance, volunteer programs, and health and safety courses including first aid, CPR, babysitting and HIV/AIDS education. For the emergency communications program to be most effective please be sure that your families have the service member's name, rank, social security number and full military and physical address including ZIP-APO and phone number. Should emergency assistance be required after hours call the Schweinfurt Community SDO at CIV 09721-96-6708 or DSN 354-6708.

Religious Activities

The Chapel provides a wide variety of religious services to meet the varied needs of the Schweinfurt military community. Services are held at the Ledward Chapel and the Conn Chapel throughout the week. Please stop by the chapel for a complete listing of current services.

Name: 2nd Brigade Chaplain's Office
Address: Bldg 30, Conn
Phone: DSN 353-8620/8230

Name: Conn Chapel
Address: Bldg 14, Conn
Phone: DSN 353-8061

Name: Ledward Chapel
Address: Bldg 242, Ledward
Phone: CIV 09721-96-6662/6250/1570

Name: On Call Chaplain
Address: Bldg 206, Ledward
Phone: CIV 09721-96-6708, DSN 354-6708

Name: Protestant Women of the Chapel
Address: Ledward Chapel
Comments: PWOC meets every Wednesday morning from 0900-1130 at the activity room in Ledward Chapel. During the weekly meetings there is singing, praying, studying the Bible and just having fun together. Once a month, a general meeting is held and at this meeting there is usually a guest speaker, crafts, or other special programs. Childcare is provided free in the Ledward Chapel nursery.

Name: Religious Education Center
Address: Ledward Chapel
Phone: DSN 354-6445/6399
Comments: Activities include Pre-baptism classes, Reconciliation and Eucharist, Confirmation, Order of Initiation for Adults, Natural Family Planning, Children's Masses, Confessions, and Watchcare Services. Please call for additional information.

Community Transportation

Free military shuttle bus service is provided between Conn and Ledward Barracks, to the Wuerzburg Hospital, and to some large American housing communities within the Schweinfurt area. For additional information contact ACS for a detailed schedule. Germany has outstanding bus and train systems. You may purchase bus schedules at the Ross Markt in downtown Schweinfurt, 2 miles from Ledward Barracks. The train station is located about 2 miles from Ledward. Follow signs to Hauptbahnhof (train station). Train schedules are available there. Taxi service is also available but tends to be very expensive.

Education

Education Overview

There are two elementary school, one middle school, and one high school available for Schweinfurt military family members. One elementary school and the middle school are adjacent to housing areas in Schweinfurt. One elementary school is located in Bad Kissingen (30 minutes north of Schweinfurt), located in Daley Village. All high school students are bussed to Wuerzburg, 30 minutes south of Schweinfurt. All of these schools are accredited Department of Defense Dependents schools. DoDDs school programs compare very favorably with stateside schools of similar size and configuration.

In order to register your children in the DoDDs school system the following are required: Up-to-date shot records, birth certificate or passport, social security number, orders assigning sponsor to his/her unit (must have dependents name on orders), and school records if available.

The 1998-99 DoDDs school year begins August 31. Winter recess is from December 21, 1998 to January 4, 1999. The school year ends June 17, 1999.

The 1999-2000 DoDDs school year begins August 30, 1999. Winter recess is from December 20, 1999 to January 3, 2000. The school year ends June 16, 2000.

SCHOOL UNIFORM POLICY: All items that are part of the basic uniform will be stocked by AAFES. Brand names, such as Land's End must have the logo removed unless invisible as in shirt labels. The items approved for the school uniform include: navy blue or khaki docker style cotton/polyester long pants; jumpers, skirts, skorts, and walking shorts. Red, white, or light blue shirts, either short or long-sleeved Polo shirts, turtleneck long-sleeved shirts, and official PTSA-t-shirts, sweatshirts, or jackets. Socks/tights should be white, red, or navy, and shoes will have a sturdy tie, velcro, buckle, or casual shoes in brown, black, or white. Visible brand names or logos are prohibited (exceptions will be for tennis shoes). No platform shoes, sandals, or dress shoes with slick leather soles. Optional sweaters or sweater vests should be red, white, or navy blue.

Public and DODDS Schools

Name: Schweinfurt Elementary School
Address: Bldg 505, Askren Manors
Phone: CIV 09721-81893, DSN 354-6734/6518
Comments: Office hours are Monday-Friday, 0700-1830. The elementary school has grades K-5.

Name: Bad Kissingen Elementary School
Address: Bldg 94
City: Bad Kissingen
Phone: CIV 0971-65204
Comments: BK Elementary School teaches grades K-5.

Name: Schweinfurt Middle School
Address: Bldg 458, Yorktown Village
Phone: CIV 09721-804301, DSN 354-6813
Comments: Office hours are Monday-Friday, 0730-1630. Grades 6-8 enrolled.

Name: Wuerzburg High School
City: Wuerzburg
Phone: DSN 350-7176/7177
Proximity to site: 45 km
Comments: All students grades 9-12 in the Schweinfurt Community are bussed to Wuerzburg High School.

Private Schools

German kindergartens are available. Fees and enrollment requirements vary from school to school. The Child Development Center has a complete listing of German pre-schools and kindergartens. Please stop by CDC for additional information.

Colleges and Universities

There are several American Colleges and Universities in Schweinfurt available for military, family members, and civilians. For a listing of available classes stop by the Education Center, Bldg 242, Ledward.

Name: University of Maryland
Phone: DSN 354-6398 (Ledward), DSN 353-8661 (Conn)
Tuition: \$82-\$92 per credit hour
Comments: Highest degree available is a Masters Degree.

Name: University of Oklahoma
Phone: DSN 350-6414, CIV 0931-889-6414 (Wuerzburg)
Comments: Please call the Education Center to inquire when the registrar will be in Schweinfurt. The University of Oklahoma offers graduate studies in Business Administration, Human Relations, International Relations, and Education. They also have a Doctoral program.

Adult or Continuing Education

Name: Education Office - Ledward
Address: Bldg 242, Ledward
Phone: DSN 354-6383, CIV 09721-96-6383
Comments: GED classes are available.

Name: Education Office - Conn
Address: Bldg 20, Conn
Phone: DSN 353-8308, CIV 09721-96-8308
Comments: GED classes are available.

Special Education

Contact the appropriate DoDDS school for information on special education.

Employment

Employment Overview

For more information on this subject:

www.chrma.hqusareur.army.mil

<http://www.chrma.hqusareur.army.mil>

If you are planning to work while stationed in Germany, the Family Member Employment Assistance Program (FMEAP) office, located in ACS, building 242, should be on your list of places to visit. Besides providing information on the application process and how the "system" works, the FMEAP staff is available to assist with completing applications and resumes. One-on-one assistance and classes are offered to develop and enhance occupational skills. Offerings include Resume Writing, Interviewing Skills, and Skills Identification, Resumix Workshop, Job Search, and Military Correspondence. A contracted Automation Instructor teaches classes in MS Office, Windows, E-Mail and the Internet. A self-paced typing tutorial program is also available. Classes are open to all I.D. card holders and they are FREE!!

Getting a job with the military in Germany is not very different from getting a job with the military in the States. In fact, it may be simpler, especially if you have never worked for the Federal Government before or have no status. Just prepare a Resumix and email or mail it to the Civilian Personnel Operations Center (CPOC). It is also a good idea to follow-up on the status of the position(s) applied for and your application. Ensure that you get a verification of receipt.

Resumes or applications are accepted only for special announcements or for positions on acceptance lists. This applies to Appropriated Fund (AF) and Nonappropriated Fund (NAF) positions. Only positions in the Wuerzburg/Schweinfurt communities are posted on the board.

If you are considering working for AAFES, stop by their Personnel Office in building 444. NAF does not use RESUMIX. Check your local NAF office. The Department of Defense Dependents Schools (DoDDS) also has their own personnel office and they have continuous open announcements for several positions. Information and forms can be obtained from the school at which you are interested in working.

The FMEAP office also maintains job information received from agencies and businesses other than those listed through CPAC, AAFES and DoDDS. Check with them for information on other employment opportunities.

CURRENT FEDERAL EMPLOYEES: Before leaving your present duty station, request to be carried in Leave Without Pay (LWOP) Status. It can be granted for up to one year but management determines the length. The following should be hand carried to facilitate the application process: a copy of your application and/or resume, your most current SF-50, Notification of Personnel Action, and your most recent performance appraisal. These forms are necessary if you will be applying for AF positions. Also hand carry copies of college transcripts in case they are required, and a copy of your orders so you will be eligible for Military Spouse Preference.

FORMER FEDERAL EMPLOYEES: Hand carry copies of all SF-50s you received during the previous twelve months of employment. They will be useful in determining your "personal competitive status" and may allow for pay adjustment should you accept a lower graded position.

VETERANS: Hand carry legible copies of your DD Form 214. If you are a disabled veteran, hand carry a statement or document from the branch of service or the Veterans Administration certifying the existence and degree of the disability. This statement, in order to be used for employment purposes, must be dated within the twelve months prior to employment.

The civilian work force has been downsized as the military has downsized, but jobs are still available. How long it will take to obtain employment will depend on how open you are to the options available. The FMEAP office can be reached from a military phone at 354-6120/6751, or from a civilian phone at 09721-96-6120/6751. Call us or come by for any additional information.

Federal Civilian Employment for Spouses

There are approximately 200 U.S. civilian employees currently in Schweinfurt and 500 local national civilian employees of the U.S. government.

Spouses can receive "spouse preference" upon consideration for employment. See Family Member Employment Assistance Program office for additional information after your arrival.

Cross reference to PERMANENT EMPLOYMENT RESOURCES for additional information.

Permanent Employment Resources

Name: AAFES Employment Office
Address: Bldg 444, Ledward
Phone: CIV 09721-787113
Comments: Employment opportunities with AAFES are high. Bonuses and incentive programs to maintain staffing levels have been implemented. Opportunities in areas such as retail, food service, cashiers, and warehouse workers are favorable.

Name: Army Community Service FMEAP
Address: Bldg 242 Rm 132
Phone: DSN 354-6120, CIV 09721-96-6120
Comments: Hours of operation: Mon-Fri 0800-1700 The Schweinfurt ACS FMEAP Office provides assistance to family members through workshops orienting the newcomer to civilian employment procedures, filling out government application forms, resume writing and interviewing techniques. A self-paced typing tutorial program is also offered to improve your typing and keyboard skills. Computer classes are also offered monthly. Workshops are offered on a recurring basis and are free of charge to military I.D. card holders.

Name: Civilian Personnel Advisory Center (APF)
Address: Bldg 444, Ledward
Phone: DSN 354-6274, CIV 09721-966274
Comments: Hours of operation: Mon 1230-1500; Tues-Thurs 0900-1500; Fri 0900-1200. Currently the CPAC office posts openings and accepts applications for GS/WG5 and below and NAF jobs for the 280th BSB area.

Name: Civilian Personnel Advisory Center (NAF)
Address: Bldg 444, Ledward
Phone: DSN 354-6444, CIV 09721-966444
Comments: Hours of operation: Mon - Fri 0930-1430

Name: DoDDS
Comments: Send a completed resume, SF-171, or OF-612 and a copy of sponsors orders to: DoDDS Wuerzburg Superintendent Office, Personnel Section, Unit 26124, APO AE 09031. Also send a copy of your resume to the school that you are applying for a job. Recommend teachers preparing to relocate to Schweinfurt hand carry a copy of completed SF-171 and any other documents required.

Temporary Employment Resources

Contact the Civilian Personnel Advisory Center or the Family Member Employment Assistance Center for information about current temporary positions in the Schweinfurt Military Community.

Non-Paid or Volunteer Opportunities

Name: Installation Volunteer Program
Address: Bldg 242, Ledward
Phone: DSN 354-7078, CIV 09721-96-7078
Comments: The Schweinfurt military community relies heavily on volunteers. There are currently over 1500 volunteers in this community. Volunteer opportunities are available with Red Cross, DoDDS, ACS, medical and dental clinics, Thrift Shop, and many other areas. Volunteer experience is creditable job experience when applying for federal employment. Also, certain organizations will pay for child care while you volunteer.

Chambers of Commerce

There are no available Chambers of Commerce in this area for use in job hunting.

Private Sector Employment

Schweinfurt is an industrial city in the Bavarian Region of Germany offering limited off-post employment opportunities for Americans. Several companies that provide service to the military community have agreed to hire Americans and to list those employment opportunities with the ACS Family Member Employment Office. Opportunities exist mainly in fast food, car sales, insurance and

some clerical support (i.e. McDonald's Restaurant, Lloyd's Insurance, Mitsubishi and Toyota car sales). There are also opportunities for Family Child Care in your home as well as other home based businesses.

Name: Family Child Care (FCC)
Address: Bldg 381, Yorktown Village
Phone: DSN 354-6551/6487
Comments: Hours of operation: Mon-Fri 0900-1700. Opportunities are available for home-based child care. Call FCC for details.

Government Employment

Cross reference to EMPLOYMENT - PERMANENT EMPLOYMENT RESOURCES.

Professional or Occupational Licensing

Cross reference to PRIVATE SECTOR EMPLOYMENT and PERMANENT EMPLOYMENT RESOURCES.

Networking Opportunities

Some private sector employment opportunities are posted on bulletin boards or spread by word of mouth. FMEAP is a good source for networking.

Medical And Dental

Medical and Dental Overview

Medical and dental care are provided by the Schweinfurt Health Clinic, located on Ledward Barracks. This is only a clinic with limited facilities. More extensive care is provided on a referral basis to the Wuerzburg Medical Hospital, an approximate 45 minute drive away. For emergency treatment after clinic hours you will need to use the local economy health care system or the Wuerzburg hospital. Leopoldina and St. Josef's Hospitals (Krankenhaus) in Schweinfurt are accessible to Americans. English speaking physicians and staff are available. St. Elisabeth's Hospital (Krankenhaus) is available in Bad Kissingen. Patient liaisons from the Schweinfurt Health Clinic visit the host nation hospitals every weekday and will assist with any language barriers or cultural concerns.

Military medical care for personnel assigned to Schweinfurt is limited. The Schweinfurt health clinic strives to meet all of your health care needs as well as those of your family. When they are unable to do so, the clinic refers care needs to the Wuerzburg,

Heidelberg, or Landstuhl facilities. If your family members have specialized health care needs you should verify the availability of care with the Schweinfurt medical clinic prior to your arrival in this area.

Educational and Developmental Intervention Services (EDIS), formerly called the Exceptional Family Member Services (EFMS), provides the following services to eligible children (birth through 20 years):

1. Child Find Screenings of children birth through 5 years, who are not yet in school, in order to identify delays or concerns with a child's development. Referrals may come from parents, medical providers or other community organizations that have knowledge of the child.
2. Early Intervention evaluations and services for eligible children, birth through 2 years, are provided by EDIS professional in the home, clinic and/or child care setting and may include parent education, speech and language, self-help, cognitive, social and fine/gross motor interventions. Referrals come from parents, medical providers or other community organizations that have knowledge of the child.
3. Medically related evaluations and services for eligible children ages 3 years through 20 who receive special education services in DoDDS. These services, which are almost always provided at the child's school, include physical therapy and occupational therapy.
4. Other services available through EDIS include audiology, psychological services, social work, and a developmental pediatrician.

Friends or relatives who may come to visit must understand that they are considered tourists in Germany, and are not authorized routine care in military medical treatment facilities. Parents and parents-in-law are who are your legal dependents are authorized military care only. However, only a military sponsor, his or her spouse, and unmarried children may be authorized care in a host nation hospital at military expense. For other relatives, treatment is authorized only in genuine life or limb threatening emergencies at a predetermined cost.

Encourage relatives and friends to check their medical insurance coverage before coming to Europe on vacation. A point to be aware of, Medicare will not pay bills for care outside of CONUS.

Name: U.S. Army Health Clinic Schweinfurt
Address: Bldg 201, Ledward
Comments: The Health Clinic provides limited services during working hours only. For emergencies call CIV 19222 for direct access to the German ambulance system. To avoid the possibility of a language barrier when requesting an ambulance, call the military fire department CIV 87711 or 117 from an aon post phone. The Wuerzburg Hospital Emergency Room can be reached at DSN 350-3700/3877/3400 or CIV 0931-843-777/877. Please note that there are no military ambulances. All ambulance transports are done by the German Emergency Medical System.

Medical Services/Directory - on Installation

Personnel in the Schweinfurt area have access to the following medical services at the Schweinfurt Health Clinic: Urgent Care, Family Practice, Radiology, Social Work, Optometry, Pharmacy, Wart Clinic, Allergy/Immunizations, EDIS, and Psychology. More comprehensive services are available through referrals to the Wuerzburg Army Hospital, the Heidelberg Medical Activity, the Landstuhl Regional Medical Center, and German medical facilities.

Family members can expect to receive preventive, basic restorative, and essential specialty dental care required to maintain good oral health for the duration of your assignment in Europe. It is strongly recommended that, before departing CONUS, family members take advantage of the TRICARE Family Member Dental Program by seeing a civilian dentist and receiving treatment for any recognized conditions.

Medical Services/Directory - on Installation

<i>Clinic</i>	<i>POC</i>	<i>Number</i>
Ambulance Hotline		CIV (direct) 19222 via Military Fire Dept CIV 87711, on post call 117
Appointments		DSN 354-6781/6374
Community Health Nurse		DSN 354-7015
Dental Clinic		DSN 354-6376/1720
EDIS		DSN 354-6257
Emergency Room (Wuerzburg)		DSN 350-3700/3877
Eye Clinic		DSN 354-6501
Health Benefits Advisor (CHAMPUS/Tricare Center)		DSN 354-6638
Pharmacy		DSN 354-6587
Urgent Care Clinic/Reception Desk		DSN 354-6665

Health Benefits Advisor, Wellness, and CHAMPUS/TRICARE Programs

Name: Tricare Service Center
Address: US Army Schweinfurt Health Clinic
Phone: DSN 354-6638
<p>Comments:</p> <p>Hours of operation: Monday-Friday 0730-1130 and 1300-1500, Wed & Fri 0730-1130, Thurs 1300-1500. The Tricare Europe program is modeled on the Tricare program in the United States but provides some added services unique to the overseas environment. When you arrive in Europe, we will have you enroll yourself in TRICARE Europe PRIJE during inprocessing. At that time will be offered the option to enroll your family accompanying family members in TRICARE Europe Prime or Standard. With Tricare Prime there are no deductibles and no cost shares for authorized medical care delivered by host-nation providers in Europe for active duty family members. In addition, you will enjoy the stateside Tricare Prime benefit if you are traveling in the United States and need to receive medical care.</p> <p>Tricare Europe Standard is an option available and represents what was formerly the basic CHAMPUS benefit. By declining enrollment in Tricare Europe Prime, your family members will incur the following costs for civilian care:</p> <p style="padding-left: 40px;">Deductible: \$50 per person/\$100 per family (E4 and below)per year</p> <p style="padding-left: 40px;">\$150 per person/\$300 per family (E5 and below)per year</p> <p style="padding-left: 40px;">Cost Share: 20% of the CHAMPUS Allowable Charge</p> <p>If you have any questions regarding Tricare Europe call the Tricare Service Center.</p> <p>NOTE: If any family members are planning to return to the United States for more than 30 days during their tour here in Germany, contact the local Tricare Representative to change their region of coverage to a stateside region.</p>

Name: Saint Josef's Hospital
Address: Ludwigstrasse 1
City: Schweinfurt
Phone: CIV 09721-5350
Proximity to site: 4 km

Community Hospitals

Name: Leopoldina Hospital
Address: Gustav-Adolf-Str 8
City: Schweinfurt
Phone: CIV 09721-7200
Proximity to site: 5 km

Name: St Elisabeth Hospital
Address: Kissingen Str
City: Bad Kissingen
Phone: DIV 0971-8050
Proximity to site: 30 km
Comments: Leopoldina, Saint Josef's, and St. Elisabeth Hospital are to be utilized for emergencies only, not for routine outpatient services. You must contact the CHAMPUS representative as soon as possible after using the services of a non-DoD facility to arrange military payment to the host nation hospitals. Otherwise, you will be billed for the care received. CULTURAL DIFFERENCES: The quality of care provided by Germany medical facilities is second to none. The German medical community has often led the world in medical developments. The x-ray, electrocardiogram, and lithotripter (the machine used to break up kidney stones) were all developed in Germany. Standards of privacy do vary between American and Germany medical facilities. German physicians may not always use a chaperone when examining patients of the opposite sex. The German physician may ask a patient to undress while ancillary staff are passing through the area. It is important to note that their standard of practice is, to them, just as proper as the U.S. standard is to Americans. Availability of beds is often an issue in hospitals in any country and, in some cases, may affect the decision to admit or not to admit a patient. If admission is necessary, then proper arrangements will be made for the patient. Some German hospitals have a "night ward" where late admissions are held until the next day and there may be even less privacy in this circumstance. The length of hospitalization is likely to be longer in German facilities. For example, hospitalization for eight days after childbirth is not unusual. The relatively

recent decrease in average length of stay in American hospitals has, in part, been caused by economic pressures in health care.

There are minor differences that might seem inappropriate to American patients (such as not using an alcohol swab prior to drawing blood). Patients should not assume that one method practiced by a group of health care providers is better than another. Although the use of swabs for this purpose may be a "natural" thing to do, it is not proven to establish safety or efficacy. In the case of the alcohol swabs, scientific studies do little to support the use for this practice.

The American use of German medical facilities is not new. German hospitals have provided emergency care and that care which is not available at U.S. military facilities for many years.

Dental Services/Directory - on Installation

Active Duty can make appointments through the Unit Dental Liaison program or the Dental Clinic. Family members can all at 0730 every Monday for available appointments. Most routine care can be completed at the Schweinfurt Dental Clinic. Patients who require specialty care (i.e., orthodontics, periodontics, oral surgery, endodontics or prosthetics) that can not be managed at the Schweinfurt Clinic will be referred to Wuerzburg or Bamberg Dental Clinics. Active Duty or Family members who are assigned to Schweinfurt and need appointments or referrals, must have a dental record and be seen at Schweinfurt before a referral can be made.

Dental Services/Directory - on Installation

<i>Clinic</i>	<i>POC</i>	<i>Number</i>
Schweinfurt Dental Clinic		DSN 354-6376/1720

Family Member Dental Plan

Family members living in Europe cannot utilize the services of the Dependent Dental Plan. Family members will be seen at the Schweinfurt Dental Clinic when appointments are available. Soldiers planning an unaccompanied tour - without spouse or children- should enroll their family members in the

Active Duty Family Member Dental Plan (FMDP) administered by United CONcordia Companies, Inc. This is a voluntary comprehensive dental plan available to family members of all active duty Uniformed Services Personnel. When the sponsor enrolls family members in the FMDP, a monthly premium is paid through payroll deductions. The amount covered by the plan ranges from 100 percent

to 50 percent, depending on the type of service. Family members must receive dental care in the United States, Canada, Guam, the U.S. Virgin Islands or Puerto Rico. Sponsors and family members may call United Condordia at 1-800-866-8499. Remember, this plan is not available if your family is going to be in Germany.

Housing

Housing Overview

The Housing Office is located just off Ledward Barracks in the Department of Public Works (DPW) compound. The Schweinfurt housing office is granting concurrent travel for all military command sponsored personnel regardless of rank, and bedroom requirement. The concurrent travel is to private rental housing, and temporary government housing only. Temporary government housing is available within 30 days and the waiting period for permanent government housing ranges from 4 - 12 weeks.

All DOD personnel serving a command sponsored tour are authorized a "loaner set" of furnishings for 90 days (incoming), and 60 days (outgoing). The furnishings management officer may extend the incoming period if inbound household goods shipments are delayed beyond 90 days.

A "loaner set" consists of living room furniture (sofa, easy chairs) when available, dining table and chairs, table lamps, beds, wardrobes, dressers and chest of

drawers based on family size and the number of bedrooms authorized.

Major appliances (washer, dryer, refrigerator, stove and dishwasher) are authorized to command sponsored DOD personnel for the duration of their overseas tour. Based on the above, DO NOT ship major appliances to this community with your household goods.

Name: Furnishings Management Office
Address: Housing Division, ATTN.: AETV-WG-SMH, CMR 457
City: APO 09033
Phone: DSN 354-6749 COM 011-49-9721-96-6749
FAX: DSN 354-6240 COM 011-49-9721-96-6240
Comments: Hours Of Operation: Mon-Fri, 0730-1600 (open during lunch). EMAIL Address: brunnerm@bsbhsg.schweinfurt.army.mil

Name: Housing Division
Address: Housing Division, ATTN.: AETV-WG-SMH, CMR 457
City: APO 09033
Phone: DSN 354-6317 COM 011-49-9721-96-6317
FAX: DSN 354-6240 COM 011-49-9721-96-6240
Comments: EMAIL Address: backmund@bsbhsg.schweinfurt.army.mil

Housing Allowances

Housing allowance information is available from the Per Diem, Travel and Transportation Allowance Committee's Web Site:	
Rates and Allowances Home Page	http://www.dtic.mil/perdiem/rateinfo.html
Basic Allowance for Housing	http://www.dtic.mil/perdiem/bah.html
Overseas Housing Allowance	http://www.dtic.mil/perdiem/allooha.html

Government Housing

Askren Manor is the primary housing area (715 units) for Schweinfurt, and is located midway between the two kasernes comprising the Schweinfurt Military Community. It is located adjacent to the community commissary. York Town Village (68 units - duplexes) is also in close proximity to both Ledward and Conn Barracks. A bedroom community located at Daley Village in Bad Kissingen, contains 244 housing units and is an easy 25 minute commute to Schweinfurt. Shuttle bus service is also available.

Government Leased Housing (GHRP). 993 housing units, are located within a radius of 2-15 miles from post. Some of the leased housing areas are Niederwerrn (2 miles from Conn and Ledward); Eurbach (2 miles from Conn, 6 miles from Ledward); Gochsheim (7 miles from Ledward); Bergreinfeld (4 miles from Ledward). A military shuttle bus is available to many of these locations.

The newcomer to Schweinfurt will find many differences between available housing and what Americans are generally used to. German homes rarely have built in closets and storage space is often non-existent. Kitchens are small and often not even

equipped with cabinets. Do not bring 110 volt appliances that take up a lot of space. Departing personnel will often sell 220 volt appliances and U.S. housing provides most of what you will need in the way of large items (i.e. washer, dryer, refrigerator, etc.). Askren Manors has both 110 and 220 outlets.

Name: Self Help Issue Point (SHIP)
Address: Bldg 252, Ledward
Phone: DSN 354-6853
Comments: Hours of operation: Mon-Wed, Fri 0800-1300, 1400-1600 Thur 1200-1400, 1500-2000 The purpose of the Self Help program is to allow building occupants to make minor improvements and repairs to their buildings and cut down on the amount of backlog in service orders at DPW. This allows occupants to improve the appearance of their home inside and outside. SHIP can also be used by Troop Units, Barracks, Offices, maintenance buildings, and all occupants of government owned, leased or rental housing. Those living on the economy are authorized only certain items.

Community Housing

In addition to "on-post" housing (most often located adjacent to, or in a central location between, military installations) Private Rental Housing (559 units) may be found up to 20 miles or more away from the kasernes. Obtaining housing in USAREUR is a much different process than that found at a Military Community in the United States. Contact the Community Homefinding Relocation, and Referral Service for more information.

Comments..... : The Schweinfurt Military Community Housing Office does not have advance housing applications. Keep in mind that when you live in Private Rental Housing, the fluctuating dollar rate will greatly affect your monthly bill.

The average unfurnished apartment or house in Germany will rent as a bare dwelling except for a furnished bath and possibly a kitchen sink. Most German apartments do not include ceiling lights, appliances or window screens. The Furniture Office (FMO) will supply you with furniture and appliances.

In most instances, Landlords require a good size security deposit for off-post housing, anywhere from DM 700 to DM 2000 (approx. \$390 thru \$1300) which is put into an interest bearing account and returned to you if there are no damages when you

move out. Most landlords in this area prefer to rent to families with no pets. Rent for apartments varies from DM 630 thru DM 1300 (\$350 thru \$750) depending on the size and the number of bedrooms. Rent for houses varies from DM 1250 thru DM 1600 (\$700 thru \$900). These prices are monthly and do not include utilities (heat, water, sewage, trash, etc.)

Average Rental Cost of Private Rental Housing
Waiting Period

1 BR.....	DM 630/month	5 days
BR.....	DM 765/month	5 days
BR.....	DM 910/month	10 days
BR.....	DM 1350/month	30 days
BR.....	DM 1410/month	30 days

BEFORE YOU SIGN A LEASE:

* Be sure to check with the Community Homefinding Relocation, and Referral Services (CHRRS). CHRRS maintains a list of landlords who are known to be either discriminatory or unethical in their business practices. A trip to CHRRS can save you money. CHRRS also maintains a home listing and is continually searching for new rentals.

* German rental practice commonly requires renovation upon leaving the apartment. Make sure that you fully understand what your responsibilities are and what is required of you in regard to renovation.

* Contact the Housing Office. If you sign a contract with a German landlord without assistance from the Housing Office, your COLA and BAQ and OHA could be discontinued! You may also be denied assistance with the Furniture Office and penalties from your Commander could also be applied.

Be sure to see the Housing Referral Office about your MIHA (Move in House Allowance). MIHA is given to you upon the move in to your initial quarters at an overseas station. MIHA is a flat payment to you for miscellaneous expenses you might incur. MIHA is approximately \$568 but will vary with the current exchange rate.

Name: Community Homefinding Relocation and Referral Services (CHRRS)
Address: Housing Division, ATTN: AETV-WG-SMH, CMR 457
City: APO 09033
Phone: DSN 354-6282 COM 011-49-9721-6282
FAX: DSN 354-6240 COM 011-49-9721-6240
Comments: Hours of Operation: Mon-Fri 0730-1600 (open during lunch)

Utilities

See the Housing Office for information on connections, meter readings, as well as average costs, etc. 93% of all economy housing is located within fourteen miles of Schweinfurt. Exchange rates affect expenses. The Housing Office can obtain utility rates from the previous year so that you can evaluate your future usage costs. We suggest you take a meter reading after a few months to verify that your monthly payments accurately reflect your use. Bills are averaged throughout the year. Trash and cable bills are usually sent on a quarterly basis. Telephone rates can be high. In addition to a flat monthly fee you will be billed for units based on the number of completed calls and time/distance spent. While long distance service has recently been de-monopolized, some long distance phone rates can still be high. Before purchasing a prepaid card, using your U.S. based calling card or dialing direct, it is suggested that you check out the cost. The European Stars and Stripes classified section lists a number of call back and long distance carriers starting at \$.25 a minute.

The electrical current in Germany is generally 220 volts/50 cycles, whereas in the United States it is 110 volts/60 cycles. All electrical appliances manufactured for use in the United States must be used with a transformer in Germany.

Transformers are small electrical boxes into which you plug appliances. The transformer is then plugged into a wall outlet. The higher the transformer wattage the more costly the transformer will be. New transformers range in prices of \$25 to \$125.

It is best not to bring appliances that use large amounts of wattage. The transformer required to operate the appliance can be more expensive than purchasing the appliance with a European plug. For example, if you bring a 1600 watt hair dryer, you will need at least a 1600 watt transformer costing anywhere from \$75 to \$100. However, you can purchase a new European hair dryer, from the PX,

that plugs directly into the wall (without using a transformer) for about \$20. Another option is to look for used appliances and transformers at the local Thrift Shop.

Transformers are made to handle different wattages. This capability is listed on the transformer itself. Check the wattage for the appliance you would like to use (usually noted on the back of the appliance). Simply match the wattage of your appliance to the appropriate transformer.

Name: Cable TV (Telepost Kable Service)
Address: Bldg 203, Ledward
Phone: CIV 09721-782694/782695
Comments: Hours of operation: Tu & Thur 1500-1800; Wed & Fri 0900-1300; Closed Mondays and American Holidays.

Name: Telephone (Bundespost)
Address: Bldg 229, Ledward
Phone: CIV 09721-82416/84252
<p>Comments: Hours of operation: Mon-Wed 1000-1300, 1330-1700; Thurs 1000-1300,1330-1800; Fri 1000-1300, 1330-1600. Deutsche Telekom is one of the most expensive telephone systems in the world. They add a whole new meaning to the concept of "high phone bill." Calling the States can be VERY expensive if care is not used. Before calling to the States, and still keeping your phone bill under control, an understanding of how the system works would be helpful.</p> <p>You can rent a German telephone from Deutsch Telekom or use an American one with an adapter (purchased at the PX). You are charged for having equipment installed, moved or removed; and you are charged for the amount that you use the equipment each billing period. All system configuration changes (installations, moves and removals) cost 100 DM each (if you know the phone number of the previous resident in your housing unit, installation is just 50 DM). For more detailed information on cost and having for phone connected, contact the Bundespost.</p> <p>Your monthly telephone bill usually consists of two types of charges, rental and usage. The rental charge is constant and paid in advance. The usage charges vary, based on the amount and distance of the billing period. Every time a call is completed, it is registered on the call meter, regardless if the call is local or long distance. The difference between the calls is the amount the meter reading changes. It counts only one unit for a local call but one unit for each 3.75 seconds of a call to the States. The bill tells how many call units were recorded, how many are being charged, and the cost of the call units for the billing period. For a one-time charge of 19 DM you can receive an itemized bill every month.</p> <p>While long distance service has recently been demonopolized, phone rates can still be high. Before purchasing a prepaid card, using your U.S. based calling card, or dialing direct, it is suggested you check out the costs. The European Stars and Stripes Classified ads list a number of call back and long distance services starting at \$.25 a minute.</p>

Relocation Services

Relocation Services Overview

The newly arriving soldier and family members should be aware that Army Community Service has several programs designed to make their transition into our community an easier, more pleasant experience. The Schweinfurt Newcomer Awareness Program (SNAP), the German-American Liaison, and the Loan Closet are all available to assist newcomers. For additional information cross reference to RELOCATION ASSISTANCE and SUPPORT SERVICES.

Relocating overseas has many challenges. One of those is deciding what to take with you and what to leave behind in storage. The items you decide to have shipped over will be divided in two groups. The first shipment will be your "hold baggage". Check with your transportation office for weight allowances for your hold baggage. Then stay underweight to insure that the goods are shipped air freight to Germany and are available within 35-45 days. Once you get to Germany, you can borrow dishes and utensils from the ACS Loan Closet until your things arrive. Linens are not given out by the loan closet. Consider including the following in hold baggage: cleaning items, including broom, dust pan, mop, and vacuum cleaner; dish towels, bath towels, sheets, blankets, and pillows; books, games, and hobby items for yourself and your children; a few pieces of next season's clothing, in case your household goods are delayed; uniforms, boots, and other military items; one or two pieces of party or evening dress; baby things, including a car seat. Although you can borrow kitchen items from ACS, you may prefer to ship a few dishes, glasses, silverware, and small appliances. Do not, however, ship good china or crystal, stereos or TVs, antiques or other precious things. There is too much chance of damage.

The second shipment, your "household goods", will contain the rest of your belongings that you decide to ship over. Here is a list of what to bring with you and what to store in the States. It is not a hard and fast list, but it is based on the experience of many military people:

* Furniture - Quartermaster furniture is available for soldiers in grades E4 and below for the duration of their tour. Other ranks may borrow furniture for 90 days.

* Dishwashers - Store them. German water is high in calcium and shortens the life of American

dishwashers. Many housing areas already have dishwashers or you can borrow or buy a German dishwasher. They are easy to sell when you leave.

- * Lamps - Bring them. Simple adapters and 220-volt bulbs are all they need.

- * Curtains - Opinion is divided. Since German curtains hang from the ceiling instead of the wall, they are generally longer than American curtains. But American curtains can be modified with a sewing machine and a special hanging tape. The Germans make lovely shears in all price categories.

- * Rugs - Bring them. Mail order catalogs often will not ship large rugs to overseas addresses. On the other hand, the Germans sell beautiful rugs of their own. Rugs are also available in the Post Furniture Store.

- * Beds - Bring them. They are scarce at the Quartermasters, and cribs are not available.

- * Sewing machine - Bring it. You may have to alter many things.

- * Appliances - In general, store them. German current can harm high-value appliances, and small appliances are cheaper to buy in Germany and resell when you leave.

- * Television - Bring it. It will work on a transformer but will receive only AFN broadcasts. If you want to watch German programs, you will need either a German or multi-system set. The same goes for your VCR. It will record and play back only American broadcasts.

- * Shelves, bookcases - Bring them. German apartments lack built-in closets.

- * Sporting goods - Bring them. Bring bikes, tennis racquets, golf clubs, etc. German and military recreation facilities are available.

- * Decorator items - Bring them. They are in short supply in the PX.

- * Clothes - Bring clothes for hot, cold, and rainy weather. Germany enjoys a climate like that of western Washington state.

- * Catalogs - Bring copies of your favorites. Some companies have toll-free lines from Germany.

Storage space is often minimal in German houses. So if you will not be using an item over here, consider leaving it behind.

Relocation Assistance

The Relocation Assistance Program objective is to provide current information, guidance and support to soldiers, DA civilians and their families prior to, during, and after their transition from one duty assignment to another. Relocation is a part of the military way of life and has been identified as one of the most stressful aspects of this mobile lifestyle. The stress factor associated with relocating has an impact on retention, readiness and morale. With the exception of mobilization for war, no other military demand has as many potential implications for the soldiers, civilians, and their families as relocating. Even in the best of circumstances they will experience some degree of stress and disruption. To ensure that the demands put on the soldier, civilian and family member do not decrease the retention, readiness and the family well being, we wish to provide them with user friendly relocation assistance, and thereby make for a smoother move. The following services are designed to help transitioning families.

STANDARD INFORMATION TOPIC EXCHANGE SERVICE (SITES) SITES is a congressionally mandated program that is world and military wide. The SITES program is a computer generated booklet that contains installation information as well as telephone numbers for all active duty military posts world wide. If you are interested in a specific post or have received orders to a new assignment stop by ACS and see the RAP manager to obtain a SITES printout.

WELCOME PACKETS

The Relocation Assistance Program maintains Welcome Packets on most military posts world wide. These Welcome Packets are available for perusal in our office. Individual Welcome Packets can be ordered and sent to your home address.

We also have Welcome Packets on Schweinfurt that contain a wealth of information on Schweinfurt and the surrounding area. Welcome Packets are given to all in-processing soldiers and can be mailed to spouses waiting to receive travel orders. If you did

not get a Welcome Packet stop by ACS and see the Relocation Assistance Program manager.

PCS COUNSELING

PCS counseling is done on an individual or group basis for both in-bound and out-bound. PCS counseling on a group basis consists of workshops and seminars. PCS counseling on an individual basis takes the form of Relocation Personal Planning Assessments. Personal planning assessments are designed to be completed by the transferring person. The assessments indicate the special needs and interests of the transferring person. After receiving the assessment form, the Relocation Assistance Program staff puts together information sheets and forms a Personal Relocation Plan for the requester. Along with this information we will provide them with the address of the Chamber of Commerce and the relocation office in the area they are relocating to so they can request any information desired (i.e., schools, real estate agents, hospitals).

SPONSORSHIP

Sponsorship is a unit level responsibility which requires support from the entire community. The Relocation Assistance Program provides support by providing training to unit sponsorship trainers or to designated sponsors upon request. This training includes information on how to assist the incoming soldiers and their families before, upon and after arrival. Step by step instructions are provided to each sponsor as requested.

LOAN CLOSET

The ACS Loan Closet provides standard household items such as kitchen utensils, ironing boards, irons, strollers and car seats on a temporary basis to incoming and outgoing soldiers, civilian, and family members. Please note that the Loan Closet does not have linens. It is advisable that you mail linens or bring some with you if you do not want to buy new ones once you arrive here. To use the Loan Closet you need a copy of your orders. The orders can not be more than 60 days old. For additional information contact Relocation at DSN 354-7077. The Loan Closet is open Monday - Friday from 0800 until 1630.

Any additional questions can be directed to the RAP Manager at DSN 354-7077.

In Transit Emergencies

No matter how well you have planned your move, emergencies do happen. Before you leave make sure you have all important papers with you, not packed with your household goods. Make sure you have important information such as the Staff Duty Officer, your Command Duty Office, and your sponsor's phone number. Your sponsor can be invaluable in case of an emergency while in transit. The American Red Cross is always available for emergency aid. Contact the nearest chapter listed in the local phone directory. Army Emergency Relief (AER) can provide financial assistance to meet unforeseen required travel and related maintenance expenses such as transportation, lodging or food, when applicable due to extraordinary costs involved with permanent change of station (PCS).

Financial Preparedness

Moving to Germany need not be expensive. Many of the costs are off-set by Cost of Living Allowance, Move in Housing Allowance, and Living Quarters Allowance. MIHA is a flat payment to you for miscellaneous expenses you might incur. Most military personnel with families live in government owned or leased quarters and therefore need not worry about money for rent deposits. GHRP (Government Housing Rental Program) housing must be approved by the Housing Director. If you do decide to live "on the economy" expect to pay anywhere from 700 DM to 2000 DM deposit which is put into an interest bearing account and then returned to you (with interest) if no damages are found at time of clearing. You will also need to make deposits to the utility companies (electricity, water, heat). The average unfurnished apartment or house in Germany will rent as a bare dwelling except for a furnished bath and possibly a kitchen sink. Most German apartments do not include ceiling lights, appliances or window screens. The Furniture Office (FMO) will supply you with furniture and appliances as available.

If you decide to live in government quarters you will avoid deposits on rent and utilities. You will, however, have other move-in expenses. A deposit will be required for a telephone. This deposit is 100 DM. There is also always the task of setting up house, buying groceries, cleaning supplies, curtains, etc. The amount of money needed for this depends on individual needs and tastes.

One large expenditure will be automobile insurance. This is considerably higher in Germany. Average insurance costs are between \$80-\$150 a month for one car. Rates will vary depending on the type of car and your own driving record. Liability insurance is required!

You may also need money for a rental car until your POV arrives. If you do not ship a vehicle you may need to purchase a car over here. You can find inexpensive used cars (\$500 and up) or new cars. Consider these needs when deciding how much money to bring with you.

You might want to consider bringing about \$1,500 with you to help cover initial incidentals, items you forget to ship, broken and lost items, for setting up house.

Consumer and financial counseling services and Army Emergency Relief (AER) services are available as needed. Contact the ACS office for an appointment. Red Cross loans can be applied for at any Red Cross station at major airports or by seeing the Adjutant for the 280th Support Battalion (Base).

Exceptional Family Member Program (EFMP)

Name: EFMP
Address: Bldg 242, Ledward
Phone: DSN 354-6486
Comments: The EFMP Coordinator at Army Community Service is responsible for providing assistance to all military families seeking care, treatment or education for their exceptional family member. The EFMP Coordinator acts as a liaison between the family and community agencies. The coordinator provides guidance and assistance with: <ul style="list-style-type: none"> Exceptions to policy MTF Proximity Waiver Curtailment Compassionate reassignment Medical reassignments PCS transition assistance Family readiness planning (pre-deployment) The EFMP Coordinator also maintains a resource library containing education, health, information, advocacy and self-help resources on the global, national, state and local levels. If you should experience any difficulties or have any questions during your tour in the 280th BSB, you are encouraged to contact your EFMP Coordinator at ACS.

Household Goods In-Bound Shipments

Name: Transportation Office
Address: Bldg 63, Conn
Phone: DSN 353-8746/8930
Comments: Hours of operation: Monday-Wednesday 0730-1200, 1230-1600; Thursday 1030-1200, 1230-1600 and Friday 0730-1200, 1230-1430. For a list of what you may want to ship and what to put in storage cross reference to RELOCATION OVERVIEW. Contact the Transportation Office in Schweinfurt as soon as possible after your arrival even though you may not know the delivery address for your household goods. Your shipment will not be released for shipment overseas until you check with the Transportation Office here. The Transportation Office needs a telephone number and address where you can be reached on short notice. As soon as you do have a delivery address for your household goods, call the Transportation Office again and provide this information. It is a good idea to take a copy of your orders and your shipping documents, if applicable, with you on your initial visit to the transportation office.

Household Goods Out-Bound Shipments

Once you receive PCS orders visit your local transportation office.

Household Goods Claims

Name: Claims Office
Address: Bldg 1, Conn
Phone: DSN 353-8809
Comments: Hours of operation: Mon-Thur 1300-1630; Fri 1300-1500 As you prepare for your move, take steps now to make filing a claim easier in case something is lost or damaged in transit. Follow these tips: * Save receipts for expensive items like stereos, television sets, cameras, etc. Keep them in a safe place, away from the items themselves. * Save instruction manuals for electronic equipment. A product specification page can help you find a comparable replacement if need arises. Keep the manuals safe. * Take photographs of high-value items like furniture, rugs, and electronic equipment. Videotape the contents of your house if possible. Keep the photos and tape safe. * Ask friends to help you supervise the movers on moving day. If possible, station one in each room. They may be able to help prevent packing problems (e.g., broken crystal). * Make sure the inventory is accurate. Do not let the movers describe your furniture as scratched and gouged if it is not. If you have a problem, call the Transportation Office at once. * When you receive your goods, make sure that you and the mover note obvious damage or missing items on DD Form 1840 (the pink form). This is a joint responsibility. You are authorized to be present at the delivery of your goods. Later, if you find other damage, list it on the back of the form. You have 70 calendar days to notify the local claims office of damage. Missing the deadline could be costly. Remember, the Government is no substitute for private insurance. Military claims offices limit the amounts which can be paid. If you have questions on allowable amounts, contact the claims office

before you leave.

Do not throw away any damaged items before your claim is settled or until the mover has inspected them. You may be asked to turn them in to the Defense Reutilization and Marketing Office for salvage value.

Do not have repairs done on damaged goods before seeing a claims representative.

Household Goods Weight Allowances

Your weight allowance is the maximum weight that can be moved at government expense under the Joint Federal Travel Regulation. All personnel are authorized to ship their full weight allowance. Single/unaccompanied members are weight restricted.

You, not your Transportation Officer or carrier, are responsible for staying within this weight allowance. If the weight of items packed, shipped or stored exceeds that amount, you must pay all charges connected with the excess weight.

For this reason, estimating the weight of your household goods is very important. Estimates should start early, even before you visit your Transportation Office to set up the move. You should make the first estimate because the counselor at your Transportation Office will ask you how much weight you will be shipping.

An easy and fairly dependable method for making this estimate is to figure 1,000 pounds per room (not including storage rooms or bathroom) and then add the estimated weight of large appliances and items in the garage, storage rooms, basement, etc.

If, while your goods are being packed and loaded, there is evidence that the shipment will exceed your weight allowance, you may want to call your Transportation Office. People there can estimate the costs associated with your excess weight. This way you will be somewhat prepared for charges you will have to pay. If you are separating from the service and will not remain in a pay status, excess cost must be paid in advance of this shipment.

Household Goods Weight Allowances

<i>Grade</i>	<i>Allowance w/Dependents</i>	<i>Allowance wo/Dependents</i>
E1	5,000	1,500*
E2	5,000	1,500*
E3	5,000	2,000
E4	7,000	3,500
E5	9,000	7,000
E6	11,000	8,000
E7	12,500	10,500
E8	13,500	11,000
E9	14,500	12,000
W-1	12,000	10,000
W-2	13,500	12,500
W-3	14,500	13,000
W-4	17,000	14,000
O-1	12,000	10,000
O-2	13,500	12,500
O-3	14,500	13,000
O-4	17,000	14,000
O-5	17,500	16,000
O-6+	18,000	18,000

POV In-Bound Shipments

Name: Personal Property Sections
Address: Bldg 35, Conn
Phone: DSN 353-8746/8930
Comments: Hours of operation: Mon-Wed 0730-1200, 1230-1600; Thur 1030-1200, 1230-1600; Fri 0730-1200, 1230-1430 If you shipped a POV to Germany you will need to contact the Personal Property Sections immediately upon arrival to Schweinfurt. If you had orders directly to Schweinfurt your POV will be shipped directly to Schweinfurt. If your initial orders were to 64th Replacement your POV will be shipped to Bremerhaven. Once you get orders to, and arrive in Schweinfurt, take your orders and DD Form 788 to the PPS. They will contact Bremerhaven and have your car shipped to Schweinfurt. The PPS will notify you when your car arrives. You then have 10 days to pick up your POV. To pick up your POV you must have a valid USAREUR driver's license, stateside registration, DD Form 788, insurance "double white" card or policy, a warning triangle, and a first aid kit. After clearing with the PPS you will go to Vehicle Registration to register your POV. Once it is registered you may pick up your vehicle.

POV Out-Bound Shipments

If you are shipping a POV to Germany from your current duty station check with your local Transportation Office for restrictions and entitlements.

POV Claims

Name: Claims Office
Address: Bldg 1, Conn
Phone: DSN 353-8809
Comments: Hours of operation: Mon-Thur 1300-1630; Fri 1300-1500 You must conduct a joint inspection of the vehicle with the shipper when you pick it up. If you discover any damage or loss, you must alert the Government inspector or contractor representative. During inland shipping in Germany, the vehicle may get dirty, but this is not an excuse not to notice loss or damage. Take a bucket and a sponge with you so you can wash off the dirt before inspecting the vehicle. Describe any loss or damage on the back of DD Form 788. Do not write on the front of the form. The government inspector or contractor representative will verify the loss or damage and return the form to you. The form will be used to substantiate your claim and must be submitted to the claims office. Remember, all loss or damage must be reported before you leave the pick-up point!! Any loss or damage discovered later will likely not be honored. On the other hand, hidden damage that you could not reasonably be expected to notice at the pick-up point must be reported promptly to the claims office, preferably within a few days. All claims must be filed within 70 days of receiving your vehicle. In the meantime, do not obtain repair estimates until you are told to do so by the claims office. Remember, reporting loss or damage does not constitute filing a claim. Visit the claims office for instructions on filing.

Name: Tieraerztliche Klinik - Knaup
City: Ettleben
Phone: 09722-7797
Comments: This is a veterinary clinic that also does boarding. Many of the staff speak English.

Name: Tierheim
City: Schwebheim
Phone: CIV 09723-7770
Comments: The Tierheim is a German kennel and animal shelter. They do have some English speaking staff. For a list of other kennels contact the Veterinary Treatment Facility on Ledward.

Pet Boarding/Kennels

Boarding a pet can be difficult during peak travel seasons (summer and holidays). It is best to plan well in advance if you will be needing a kennel for your pet. The list provided is just a small representation of what is available. The standards vary from place to place. It is always best to inspect a place before making arrangements for boarding your pet.

Pet Licensing

Name: Schweinfurt Veterinary Treatment Facility
Address: Bldg 81, Conn
Phone: CIV 09721-96-8359
Comments: Pet owners in government controlled housing areas are required to register their animals with the VTF within 2 weeks of arrival or acquisition. This is part of the Status of Forces Agreement between Germany and the U.S. Certificates and tags from states are not valid in Germany. Registration is free of charge and can be done on a walk-in basis. The Schweinfurt Clinic will issue licenses and rabies certificates to personnel who can document that their pets received rabies shots within the last 12 months. Documentation must be the DD Form 2208, NASPHV Form 50, or local national equivalent. According to Bavarian law the following dogs are illegal in Bavaria: Pit Bull, Bandog, American Staffordshire Bullterrier, Staffordshire Bullterrier, and Tosa-Ina. This includes dogs mixed with any of the above breeds. The burden of proof about what breed you have is on the owner. The following dogs are assumed to be aggressive or dangerous until proven otherwise. These breeds are Bullmastif, Dog Argentino, Fila Brasileiro, Mastin Espanol, Rhodesian Ridgeback, Bullterrier, Dogue de Bordeaux, Mastiff, and Mastino Napoletano. Again, the burden of proof is on the owner. These dogs must be registered immediately upon arrival in Germany. While there is no cost for registering these dogs, the owner will be told at the German Office for Safety and Environment, that the dog will have to be taken to a GERMAN veterinarian to be TEMPERAMENT TESTED. There may be a cost for this testing. A dog must be at least three months old in order to be temperament tested. The fine for having an unregistered dog is...THE SKY'S THE LIMIT! Really, there is no set fine. Dogs are registered at the Offentliche Ordnung und Umweltfragen (Office for Safety and Environment). The granting of a permit may be combined with certain requirements such as keeping the dog on a leash and/or use of a muzzle or keeping the animal locked up. Please remember that this is a German office and there may not be anyone who speaks

English.

Pet Quarantines

Contact the Schweinfurt Transportation Office for information.

Veterinary Services

Name: Schweinfurt Veterinary Treatment Facility
Address: Bldg 81, Conn
Phone: CIV 09721-96-8359
Comments: Hours of operation: Mon-Fri 0800-1600 and 1300-1600 The Veterinary Treatment Facility in Schweinfurt operates on an appointment only basis. If your pet is very ill and there are no appointments available, please do not waste valuable time by waiting. Seek civilian veterinary care.

Pet Transportation

The only pets allowed on AMC flights are dogs and cats. Shipping a pet is not one of your entitlements so you will have to pay for the shipping. Be sure to inform transportation to reserve a space for your pet as soon as possible as there are only a limited number of spaces for pet shipment on each plane. Your pet must fly on the same plane as you. Fees for your pet to fly AMC are as follows: 1. If the total weight of your pet and his/her carrier is between 1-70 pounds the cost is \$85. 2. If the total weight of your pet and his/her carrier is between 71-99 pounds the cost is \$170. If your pet and his/her carrier weigh 100 pounds or over you cannot ship it AMC. Only two pets per family are allowed on AMC. Several animal welfare groups, federal agencies and pet experts have compiled suggestions for your pet's flight:

- * Fly major US airlines, rather than the new cut-rate carriers where personnel may not have had animal-care training.

- * Schedule a nonstop flight whenever possible; fly early in the day, when there is less chance for delays, and avoid busy holiday and weekend travel.

- * During hot weather, fly early in the morning or in the evening to keep your pet out of the heat.

- * Don't use an inadequate container. By Department of Agriculture standards, a proper carrier "must allow

room for the animal to stand, sit, breathe, and rest comfortably." It should be easy to open, strong enough to withstand shipping hazards and free of objects that could cause injury. A solid, leak-proof floor that is covered with litter or an absorbent lining is essential. The container must have side rims, so other cargo can not be shoved against it, blocking ventilation, and it should be labeled "live animal" on the top and one side. Also, it must have grips or handles for carrying.

* Don't give your pet a tranquilizer--unless the veterinarian prescribes one.

* Make sure your name, address, telephone number and the pet's destination are on the top of the container.

If you are sending your pet as checked baggage, verify that the baggage claim tag shows the correct destination and is securely attached. Also mark the container with your pet's name.

* Before you board, ask the attendant at the boarding gate to phone the cargo area to make sure your pet is being placed on your flight.

* Carry a leash, so you can walk your pet before and after the flight. Remember, you are your pet's only advocate when you fly him or her by air. Take all necessary precautions, and don't hesitate to question what you are told by the airline transporting your pet.

Check with individual airlines for costs, regulations and restrictions if not using AMC. You must also have a health certificate completed by a veterinarian within 10 days of your pet's departure.

If you have concurrent travel and will be traveling with a pet please keep in mind that the Bradley Inn Guest House does not allow pets. You will be responsible for finding kennel arrangements for your pet. During peak travel times this can be difficult. Careful planning is essential when traveling with pets.

PCS Reporting Procedures

Name: In/Out Processing
Address: Bldg 215, Ledward
Phone: DSN 354-6480 or 354-6550
Comments: Hours of operation: Mon-Fri 0900 - 1145/1300-1600 Cross reference MUST KNOW ITEMS in category INSTALLATION for in-processing procedures. To obtain a sponsor go through your chain of command. A request for sponsorship should be made four to six months prior to PCSing.

Separation Procedures

Name: Transition Center
Address: Bldg 215, Ledward
Phone: DSN 354-6947
Comments: Separation procedures in Schweinfurt are handled through the Transition Center. You must first attend an ETS or Retirement briefing. You then need to contact the Transition Center.

Name: Army Career and Alumni Program (ACAP)
Address: Bldg 54, Conn
Phone: DSN 354-8545
Comments: Hours of operation: Mon-Fri 0800-1200, 1300-1700 ACAP provides assistance to service members separating from the military and to family members preparing to relocate back to the states. The staff will assist with resume writing and career development. They also have Job Locator on computer with a list of stateside civilian jobs.

Billeting

Single soldiers and geographic bachelors seeking on-base quarters are issued billet space by the Single Soldier Quality of Life (SSQL) NCO in their unit. Soldiers with a rank of E-6 and below go straight to barracks in their unit. E-7 and above stay in the Bradley Inn until permanent quarters become available either in the BOQ or off post.

Married soldiers traveling with deferred travel for family members will be housed at the unit or the Bradley Inn (again, based on rank) until temporary or permanent housing becomes available. Married soldiers with concurrent family travel will be housed at the Bradley Inn, regardless of rank, until temporary or permanent housing becomes available.

Name: Bradley Inn Guest House
Address: Bldg 89, Conn
Phone: CIV 09721-7940, DSN 354-1700
Comments: Hours of operation: Open 24hrs days, 7 days a week. The Bradley Inn has 52 rooms available. Prices range from \$29.00 a night for a single room to \$158.00 a night for a DVQ (Distinguished Visitor's Quarters) suite. You can call 1-800-GOARMY for reservations from the States. Pets ARE NOT accepted at the Bradley Inn. PETS..... Pets are very important members of some families. However, the Army gives no special considerations to those Army families with pets. If you are considering bringing a pet with you to Germany keep in mind that you are responsible for all financial obligations. If you have concurrent travel and your whole family is coming to Germany together remember that you may not get temporary or permanent housing immediately. If housing is not readily available you will be housed at the Bradley Inn. The Bradley Inn does not accept pets. It will be your responsibility to make arrangements for the care of your animals. There are kennels in the area that will board pets. However, at certain times of the year (summer vacation, Holidays) kennels are booked up months in advance and you may be unable to find boarding for your pet. If you are bringing a pet to Germany, consider deferred travel for family members. Once the service member has procured housing, the rest of the family (including any pets) can fly to Germany and be assured of a place to stay. Deferred travel may appear to be inconvenient, but may actually be the easiest arrangement for those families traveling with pets.

Unaccompanied PCS

Cross reference MUST KNOW ITEMS in category INSTALLATION.

Support Services

Support Services Overview

Schweinfurt offers a variety of on post support services. The record listings of related subjects provide specific program overviews. For information on special services not listed, please contact the Relocation Program Manager at ACS.

Family Centers

Comments..... : ACS/Family Assistance Center offers several programs to assist military and family members. The following is a list of programs offered:

* **RELOCATION ASSISTANCE PROGRAM** - Cross reference RELOCATION SERVICES.

* **INFORMATION AND REFERRAL** - I&R provides military and family members with information regarding military and civilian community resources. I&R will assess your needs and make referrals to the agency best equipped to meet your needs. I&R also publishes various community resource publications (i.e., community phone books, German translation guides, German activities information booklets) and offers briefings concerning Community Resources. In addition, I&R keeps an updated listing of classes, workshops and seminars being offered by various community agencies (i.e. financial fitness, family support group training, family advocacy and career development - just to name a few.)

* **ARMY EMERGENCY RELIEF** - AER is a private, nonprofit organization whose sole mission is to collect and hold funds to relieve financial distress of soldiers and their family members. Although a private organization, AER exists solely for the soldier. AER belongs to all Army people to include active duty, retired, spouses and orphans of deceased soldiers. Approval of an AER loan is based on the need created by an emergency situation beyond the control of the soldier. AER is the last aid station for the soldier when all other agencies have been unable to assist. Although each loan application is considered on its own merit, AER will consider cases in the following areas: Non-receipt of pay, loss of funds, medical, dental and hospital, funeral expenses, rent, utilities, required travel expenses, essential POV repairs, and scholarships.

* **GERMAN-AMERICAN LIAISON** - Our German-American Liaison is invaluable when it comes to dealing with the German economy. She can assist with complaints about German businesses. The Liaison will translate phone bills, traffic tickets, and other German documents (except legal and medical). If any of your belongings are damaged during your move here, our Liaison can direct you to reliable German businesses for repair estimates.

* **SCHWEINFURT NEWCOMERS AWARENESS PROGRAM (S.N.A.P.)** - The SNAP program is

designed to introduce family members to the Schweinfurt area. Throughout the week, they become acquainted with community agencies and resources. In addition, this week long program teaches basic German language skills, German customs, and how to access the local train and bus systems. The SNAP class also takes a train ride to one of many beautiful cities within an hour of Schweinfurt.

* **FIRST STEPS/SCHWEINFURT HEALTHY INFANT NUTRITION EDUCATION (SHINE)** - This program provides free infant formula and cereal to eligible families. Enrollment into the program is determined by financial need and the age of the child. The infant is eligible up to twelve months of age. The First Steps Program provides supportive services to first time and expecting parents. Services include hospital visits and support groups.

* **FAMILY ADVOCACY PREVENTION EDUCATION SPECIALIST** - Provides educational curriculum to service members, civilian, and family members. Services include Parenting With Love and Logic, troop briefings, Stress Management and Child and Spouse Abuse Prevention. Additional prevention briefings are provided upon request.

* **FOSTER CARE/EXCEPTIONAL FAMILY MEMBER PROGRAM COORDINATOR** - Assists families with members who have exceptional medical needs. The Foster Care Coordinator, services provided include assistance with respite care and voluntary short-term foster care placements.

* **FAMILY SUPPORT GROUP TRAINING INSTRUCTOR** - Provides training on issues relating to Family Support Groups. Classes include Point of Contact training, starting an FSG, and establishing roles within the FSG. Other classes available are Coping with Separation and Rear Detachment Commanders Briefings. Customized classes can be created and coordinated to meet the needs of your Family Support Group.

* **FAMILY ADVOCACY PROGRAM** - Provides classes in Anger Management, Support Groups, Couples Communication, Child Safety Training, and Family Support Group Training.

* **CONSUMER AFFAIRS AND FINANCIAL ASSISTANCE PROGRAM (CAFAP)** - CAFAP offers budget, debt and financial counseling by appointment, the free and reduced school lunch program, handles consumer affairs and complaints, debt liquidation needs, and educates soldiers, family

members, and other I.D. cardholders in the following areas: Savings and investments, Checkbook management, Budgeting, Recordkeeping, and Basic money management skills.

Name: Family Assistance Center/Army Community Service
Address: Bldg 242, Ledward
Phone: DSN 354-6486/6751

Information and Referral

Cross reference to FAMILY CENTERS.

Financial Assistance Programs

Cross reference to FAMILY CENTERS for AER and CAFAP.

Emergency Assistance

Name: American Red Cross
Address: Bldg 206, Ledward
Phone: DSN 354-6251/1760
Comments: Hours of operation: Mon-Fri 0800-1630 After hours call DSN 354-6708.

Name: Army Emergency Relief
Address: Bldg 242, Ledward
Phone: DSN 354-7071/6751
Comments: Hours of operation: Mon-Fri 0800-1700

Family Advocacy

The Army Community Service Family Advocacy Program provides a number of services in this area. Please cross reference to FAMILY CENTERS for additional information.

Single Member Services

The Chapel sponsors a monthly supper for single soldiers. This is an excellent opportunity to meet other single soldiers. For information contact the Chapel at 354-6250

Name: BOSS (Better Opportunities for Single Soldiers)
Address: Bldg 206, Ledward
Phone: DSN 354-6270
Comments: There are monthly events scheduled to include one and two day trips, annual summer JAM, German/American get together, Christmas events and much more. For more information contact the BOSS at above.

Support Groups

See also FAMILY CENTER and MEDICAL SERVICES.

Name: Army Family Team Building
Address: Bldg 242, Ledward (Education Building)
Phone: DSN 354-6870
Comments: AFTB provides classes designed to enhance family members awareness of military life. From the basics (understanding the LES and rank recognition) to more advanced education (i.e., the infrastructure of the military).

Name: Schweinfurt Hospitality House
Address: Ohmstrasse 8
City: Niederwerrn
Phone: CIV 09721-40663
Comments: The Schweinfurt Hospitality House is a ministry of Cadence International here to provide a "home-away-from-home" for American service members who are looking for Bible studies, meaningful relationships, a refuge from the pressures of Army life, and a chance to see Europe.

Morale, Welfare, and Recreation

Name: Auto Skills Center
Address: Bldg 49, Conn
Phone: DSN 354-6224
Comments: Hours of operation: Wed-Fri 1300-2100; Sat & Sun 0900-1700

Name: Community Recreation Division Office
Address: Bldg 206, Ledward
Phone: DSN 354-6216/6270

Name: Craft Studio
Phone: DSN 354-6903
Comments: Hours of operation vary. Please call for information. The Craft Studio offers classes as well as facilities for individual crafts. They have sewing machines, pottery wheel, and weaving looms available for use.

Name: Craft Tree
Address: Bldg 242, Ledward
Phone: DSN 354-6304
Comments: Hours of operation: Tues-Fri 1400-2045; Sat 1000-1645. The 1st and 3rd Sunday 1000-1645; The 2nd and 4th Tuesday 1400-2045. The Craft Tree offers woodworking and framing classes. They have a wood working area for the use of soldiers and family members.

Name: Entertainment Center
Address: BLDG 242, Ledward
DSN Phone: 354-6460
Comments: Hours of Operation: Mon-Tues Closed; Wed-Fri 1300-2200; Sat-Sun 1200-2000.

Name: Finney Fitness Center
Address: Bldg 64, Conn
Phone: DSN 353-8234
Comments: Hours of operation: Mon-Wed 0600-2100; Thurs 1100-2100; Fri 0600-2100; Sat-Sun 0900-1700.

Name: Finney Recreation Center
Address: Bldg 64, Conn
Phone: CIV 09721-82041, DSN 353-8476
Comments: Hours of operation: Wed-Sun 1100-2200; Sat-Sun 0900-1700; Holidays 1100-1700

Name: Kessler Bowling Center
Address: Bldg 449, Ledward
Phone: CIV 09721-83391, DSN 354-6332
Comments: Hours of operation: Sun-Thur 1100-2300; Fri-Sat 1100-0100

Name: Kessler Fitness Center
Address: Bldg 451, Ledward
Phone: CIV 09721-85077, DSN 354-6735
Comments: Hours of operation: Mon-Wed 0600-2100; Thurs 1300-2100; Fri 0600-2100; Sat 1100-1900; Closed Sunday.

Name: Library
Address: Bldg 242, Ledward
Phone: CIV 09721-96-1740, DSN 354-1740
Comments: Hours of operation: Mon-Thur 1200-2000; Sat-Sun 1000-1800

Name: Outdoor Recreation
Address: Bldg 50, Conn
Phone: DSN 353-8080
Comments: Hours of operation: Tue-Fri 1000-1730; Sat 1000-1600 Closed Sundays and Mondays

Name: Strip Lot
Address: BLDG 39, Conn
Phone: 09721-83856
Comments: Hours of Operation: Mon-Tues Closed; Wed-Fri 1300-2100; Sat-Sun 0900-1700.

Chapel Services and Programs

Cross reference to LOCAL COMMUNITY, category "Religious Activities" for chapel services and programs offered in Schweinfurt.

Drug and Alcohol

Please refer to Community Counseling services for information on programs offered in this area.

Legal Assistance

Name: Legal Assistance
Address: Bldg 1, Conn
Phone: DSN 353-8384/8505
Comments: The Legal Assistance office assists soldiers, civilians and family members. They will draw up Wills, Powers of Attorney, Bills of Sale, Promissary Notes, and other legal documents. Many of these services are provided on a walk-in basis. Others require an appointment. Call the Legal Assistance Office for additional information.

Child And Teen Services

Child and Teen Services Overview

There are several programs available for children and youth of all ages. The programs offered in Schweinfurt are of exceptionally high quality. Schweinfurt Youth Programs consist of the following: Child Development Services, School-Age Services and Youth Services. Please cross reference to CHILD CARE PROGRAMS-ON INSTALLATION, SCHOOL AGE CARE, YOUTH CENTERS, and FOR TEENS ONLY for additional information.

New Parent Program

Schweinfurt Healthy Infant Nutrition Education (SHINE)/First Steps - This program provides free infant formula to eligible families. Enrollment into the program is determined by financial need and the age of the child. The infant is eligible up to twelve months of age. The First Steps Program provides supportive services to first time and expecting parents. Services include hospital visits and support groups.

Child Care Programs - on Installation

Name: Child Development Center
Address: Bldg 503, Askren Manor
Phone: CIV 09721-82984
<p>Comments:</p> <p>An annual registration fee of \$12.00 (cash or check) is required in accordance with USAREUR policy. To register you must have completed CDS registration packet, an up-to-date immunization record, child passport, three names and phone numbers for emergency contacts (other than parents), documentation showing the base pay of each working parent. Children of full-time working parents, to include single parent military and dual military families, receive top priority for placement in CDS full day programs. Appointments for registration are available on Monday, Wednesday, Thursday and Friday between 0800-1700, and on Tuesday between 1300-1700. Walk-in registrations take place on Tuesdays from 0800-1130. Registration must be completed for all CDS programs. Registration is completed at Child Development Services located in building 381, Yorktown Village. The phone number is 09721-802821 or 354-6551.</p> <p>The operating hours of the CDC are 0700-1800, Monday-Friday. The CDC is closed on all American Federal holidays.</p> <p>There are several Child Development Service programs available. The following is a description of each program:</p> <p>* Child Development Center: Full Day - Full day programs are provided for children between the ages of six weeks and kindergarten age.</p> <p>* Child Development Center: Hourly Care - Hourly care is provided on a space available basis for children ages six weeks to kindergarten age. Hourly care is available from 0800-1700 and reservations can be made up to thirty days in advance. E1-E4s are authorized 10 free hours of hourly care per child per month. Patrons are strongly encouraged to make reservations as early as possible as hourly care space is limited.</p> <p>* Child Development Center: Part-Day Preschool - Part-day preschool is offered for children 3-5 years of age and is offered on a 2 or 3 day schedule. This seasonal program follows the DODDS school year.</p> <p>* Quarters Based Care: Family Child Care - FCC is the use of government quarters for the purpose of</p>

providing child care. FCC providers are trained and certified before child care is authorized. FCC offers hourly, full and part day, and extended hours (weekend and evening) care for children four weeks to twelve years old.

* Short Term Alternative Child Care (STACC) - STACC is a program designed to provide on-site group care when the parent(s) of all children in care are attending the same function.

Child Care Programs - Community

There are no community child care programs available.

Things To Do - Clubs and Social

Cross reference to YOUTH CENTERS and FOR TEENS ONLY. Call the appropriate numbers for a list of current activities. You may also wish to contact the appropriate schools for a list of clubs and organized activities.

Things To Do - Recreation and Sports

Name: Schweinfurt Youth Services Sports Department
Address: Bldg 241, Ledward
Phone: CIV 09721-82181, DSN 354-6822/6313
<p>Comments:</p> <p>Hours of operation: Tue-Fri 0900-1800; Sat 0800-1700</p> <p>The Schweinfurt Youth Services Sports Department provides year-round, diversified community activities in team and individual sports and special events. Youths age 6 years through 19 years old are eligible.</p> <p>Youth Services offers the following team and individual sports: baseball, soccer, basketball, softball, flag football, tennis, cheerleading, volleyball, and gymnastics.</p> <p>Eligible youths can register at the Ledward Gym. Parents must provide the following documents: I.D. card, valid passport with picture, birth certificate, and current physical.</p>

Schools

For more information on this subject:
www.bkis-es.ODEDODEA.EDU
<http://www.bkis-es.ODEDODEA.EDU>

In order to register your children in the Department of Defense Dependents School (DoDDS) system the following are required: Up-to-date shot records, birth certificate or passport, social security number, orders assigning sponsor to his/her unit (must have dependent's name on orders), and school records if available.

The 1999-2000 DoDDS school year begins on August 30, 1999. Winter recess is from December 20, 1999 to January 3, 2000. The last day is June 16, 2000.

SCHOOL UNIFORM: All items that are part of the basic uniform will be stocked by AAFES. Brand names, such as Land's End must have the logo removed unless invisible as in shirt labels. The items approved for the school uniform include: navy blue or khaki docker style cotton/polyester long pants; jumpers, skirts, skorts, and walking shorts. Red, white, or light blue shirts, either short or long-sleeved shirts, and official PTSA-t-shirts, sweatshirts, or jackets. Socks/tights should be white, red, or navy, and shoes will have a sturdy tie, velcro, buckle, or casual shoes in brown, black, or white. Visible brand names or logos are prohibited (exceptions will be for tennis shoes). No platform shoes, sandals, or dress shoes with slick leather soles. Optional sweaters or sweater vests should be red, white, or navy blue.

Name: Bad Kissingen Elementary School
Address: Bldg 94
City: Bad Kissingen
Phone: CIV 0971-65204
Comments: Bad Kissingen Elementary School provides for grades K-5.

Name: Schweinfurt Elementary School
Address: Bldg 505, Askren Manors
Phone: CIV 09721-81893, DSN 354-6734/6518
Comments: Office hours are Monday-Friday, 0700-1800. The Elementary School has grades K-5.

Name: Schweinfurt Middle School
Address: Bldg 458, Yorktown Village
Phone: CIV 09721-804301
Comments: Office hours are Monday-Friday, 0730-1600. Grades 6-8 enrolled.

Name: Wuerzburg High School
City: Wuerzburg
Phone: DSN 350-7176/7177
Comments: All students grades 9-12 in the Schweinfurt Community are bussed to Wuerzburg High School.

School Age Care

Name: Schweinfurt School Age Services/Youth Center
Address: Bldg 575, Poplar Street, Askren Manor
Phone: CIV 09721-82181
Comments: Schweinfurt School-Age Services is committed to providing safe, healthy, developmentally appropriate environments for youth ages 6 through 10 years of age. SAS has defined four service areas to guide our youth toward personal responsibility, honesty, academic achievement, sportsmanship, and respect for themselves and others. In order to support the four service areas, youth are encouraged to participate in various clubs that support their interests. These include: Creative Dramatics, Art, Cooking, Newsletter, Chess, Bridges (a German excursion club), and Buddies (which supports peer mentorship). These clubs are created by the youth and grow and change based on their interests. Also offered is a homework center and computer lab. This is to provide youth with the opportunity to strengthen their academic and computer skills. The computer lab will be staffed with a qualified computer technician/instructor to facilitate learning. The lab is equipped with 15 student computers, one laser printer, one color printer, educational software, Internet and E-Mail. Fees for School-Age Programs are determined by total family income.

Religious Programs

Name: Schweinfurt Club Beyond
Address: Schweinfurt Middle School
Phone: DSN 354-1570/6662/6250
Comments: Club Beyond is a Christian, non-denominational youth ministry. Staff and leaders build relationships with kids through camps and retreats. These events range from beach trips to Italy to work projects in places like Romania.

Special Events

Cross reference YOUTH CENTERS and FOR TEENS ONLY.

Sponsorship and Support

Contact the Youth Center.

Youth Employment

Name: Family Member Employment Assistance Program
Address: Bldg 242, Ledward
Phone: DSN 354-6120
Comments: Employment opportunities for youth are limited. The 280th BSB does offer a youth summer hire program for youth ages 14-21.

Youth Centers

Name: Youth Center
Address: Bldg 575, Poplar Street, Askren Manor
Phone: CIV 09721-82181, DSN 354-6264/6974
Comments: Youth Services offers services for Schweinfurt and Bad Kissingen youth that are designed to provide and foster social interaction, personal growth, recreational skills, and educational opportunities. Youth Services sponsors special events, field trips, and activity days at the SAS/YS facility. Special late night activities include "Late Night Thursday" and "Kids Night Out" every Friday evening. Trips include roller-blading, swimming, movies, and more. YS also sponsors field trips throughout the year to exciting places such as Gieselwind Amusement Park, Palm Beach Nuernberg Water Park, and Nuernberg Zoo. The Youth Services offers a variety of instructional classes such as Piano, Tennis, Swimming, Tap, Jazz, Ballet, Karate, and Gymnastics when contract instructors are available. The Youth Services Program conducts a ten week summer day camp for the youth 6-12 years of age. This program provides social interactions and introduction to lifetime recreational skills. The program runs from June-August annually. A separate facility, "Da Middle School Zone", provides services for children 11-15. Services offered focus on the unique needs of preteen youth.

For Teens Only

Name: Teen Center
Address: Bldg 444, Ledward
Phone: CIV 09721-88382, DSN 354-6732
Comments: Hours of operation: Tue 1100-2100; Wed, Thur 1200-2100; Fri, Sat 1500-2400; Closed Monday and Sunday The mission of the Teen Center is to provide safe and appropriate programs and services for youth, ages 16-19, which foster social interaction, promote individual growth and interests, and support the psychological and social needs of teens. The Teen Center offers numerous events which enable teens to become involved with the community and other teens within the 98th ASG. Teens visit surrounding communities to participate in co-sponsored activities and events. Some of the activities teens can take advantage of include bowling, pool, ping-pong, swimming, 3 on 3 basketball, volleyball, and special trips.

Survival Tips For First Termers

Survival Tips for First Termers Overview

Being in the Army presents many challenges for families. It is not always easy to juggle military duties, personal and financial obligations, while attending to the needs and wants of immediate and extended family. Military families are very special and are admired by many for their ability to make military life attractive. We know though that this requires a great deal of planning and solid preparation. Listed below are some "Survival Tips" to help you and your family as you face the challenges and opportunities of the Mobile Military Lifestyle.

Before You Move

Start saving now. Any PCS move is going to cost money. Experts say three to six months pay in reserve will cover emergencies amply. Get a sponsor at the new post. He or she will probably be able to answer a lot of the questions you are going to want to ask.

Contact Army Community Service, Relocation Assistance Program (RAP) at the new post. Ask for a Welcome Packet and any information they have on

your new post and surrounding community. Also, contact your RAP at your losing post so they can provide you with information on your new duty station from the Standard Installation Topics Exchange Service (SITES) files. Ask if they have a Family Member Employment Assistance Program if your spouse needs a new job.

Find out your new mailing address. Even if it is only your new unit or a Postal Service Center, you will need at least a temporary new address.

Send out change of address letters (credit card companies, loan companies, magazines, banks, anyone who owes you money or a deposit refund, insurance companies). Go through your address book, your bills and financial papers from the past couple of months. Make out a list of company addresses, telephone and account numbers, etc.

Leave a forwarding address with the post office or Postal Service Center, as well as with your old unit.

Gather all important papers, records, ID cards, wills, etc., and keep them handy throughout the move.

Talk to the staff at the finance center. They can figure out how much travel pay you will receive. Talk to them about dislocation and temporary allowance, etc.

Go through your household goods and get rid of all those things you no longer want or need. You'll only have to unpack them at the other end, and if you are over your weight allowance, you'll have to pay for additional shipping.

Talk to the housing office about temporary lodging after you clear your current quarters and before you actually depart for your new duty station.

Get your children's school records or arrange for them to be sent to their new school.

Get family medical records that may be held by civilian doctors. Carry medical records with you if special needs must be met enroute.

If you are renting an apartment or house off-post, arrange for an inspection after your household goods are removed. Get an agreement in writing that any damage or deposit money will be refunded.

After You Arrive

After you arrive you need to contact your sponsor. Visit the finance office and ACS for community information and assistance.

Attend the Schweinfurt Newcomer's Awareness Program (SNAP), so you can become familiar with programs available to you and your family. If you need cooking utensils or dishes visit ACS.

Contact your Family Housing Office for on-post as well as off-post housing. For more information on housing refer to subject: HOUSING AND BILLETING.

Notify transportation of your arrival, so you can arrange for delivery of household goods.

Contact your loved ones to notify them that you have arrived at your new duty station.

Reporting Procedures

All incoming enlisted and officers to O-3 are processed through 64th Replacement Battalion at Rhein Main Air Base. They are then taken to their new duty station. All soldiers report to Bldg 215, Ledward Barracks for in-processing. A checklist will be issued with inprocessing instructions. For additional information refer to category INSTALLATION, MUST KNOW ITEMS.

Travel Planning

Don't take or spend advance pay unless it is absolutely essential. You will pay it back by monthly deductions from your pay. So you will have less to live on every month until it's all paid back. Don't take advance pay just to blow it on a stereo or car or something you just WANT. Be even more cautious of considering a casual pay.

Travel to and temporary billeting in Schweinfurt is usually paid for by the military. However, there may be instances when you will need to pay first, then be reimbursed. Start saving now for those unforeseen incidents.

Remember to keep important papers with you at all times. Passports (for family members), ID cards, and orders (for soldiers) are necessary to enter Germany. Be sure to make appropriate arrangements for pets. Bring car seats for children. Remember that your hold baggage and household goods will be at least 45 days in arriving. Some items are not available in

Germany. If there is something you must have (i.e., medications) bring it with you.

Vehicle Ownership

Car insurance is expensive in Germany, but you can avoid overpaying if you shop carefully and use some common sense. First, understand how the system works.

You must have liability insurance. This is the type of insurance that covers the "other guy" when you have an accident. It does not cover your car.

Collision insurance comes with a "deductible"-the portion of the damage you must pay yourself before the insurance company pays the rest. Higher deductibles mean lower premiums. Lower deductibles mean higher premiums.

You don't have to have collision insurance but you may want it if you drive an expensive car. If there's a lien on the car, you must have. If you drive a clunker, you may want to pass it up. Comprehensive insurance is the type of insurance that covers theft and vandalism of your car. It also covers a variety of unavoidable accidents, like a rock that cracks your windshield. Comprehensive also comes with a deductible amount.

Once you figure out what type of insurance you need, you'll discover that Germany offers two different systems of insurance: the U.S. system (usually called the NATO tariff) and the German system (usually called the German tariff). The two systems base their rates on totally different factors. The NATO tariff is based on the driver's age and marital status. The German tariff is based (mostly) on the car's horsepower and the driver's accident record.

There are several insurance companies and it pays to shop around. If you have trouble with a German insurance company and are treated unfairly, contact the USAREUR Vehicle Insurance Specialist or your local ACS office and ask for help.

You are responsible for keeping your car maintained. All cars (new and used) must pass a very rigid and thorough inspection before they can be registered to operate. Also, you can receive a heavy fine if your automobile breaks down on the Autobahn. Every car must contain a first aid kit and warning triangle.

Housing and Billeting

Almost all military personnel will be living in Government quarters. Temporary billeting is provided until housing is available. The Schweinfurt Military Community Housing Office does not have advance housing applications. You must in-process at the Central Processing Facility located in building 215. If you do decide to seek housing on the economy you must first register with the Housing Referral Office.

Civilians are not authorized on base housing - they must live on the economy.

For additional information cross reference RELOCATION SERVICES, subject BILLETING.

Money Matters

Whenever you PCS, you are going to be faced with some unusual expenses. Some examples are: travel costs, tickets, food and lodging, deposits, temporary lodging at the old post, restocking the refrigerator and food pantry, household incidentals, curtains, and cleaning supplies. Other financial impacts of a PCS move are: Do we depend on the money my spouse gets from his or her job? How long will it be before he or she can get a new job? Will it pay as well? You may have to live on less money for a couple of months, or more.

Military in Schweinfurt do receive Cost of Living Allowance. This helps off-set the high cost of living in Germany. Military personnel will also receive a dislocation allowance after arriving in Germany.

At A Glance

Facility/Services Summary

<i>--Officer and Enlisted Population--</i>			
Active Duty Officer	280	Active Duty Warrant Officer	26
Guard Reserve Officer	97	Guard Reserve Warrant Officer	15
Retired (Officer and Enlisted)	93	Foreign Service Officers	0
Active Duty Enlisted	3935	Guard Reserve Enlisted	1
Foreign Service Enlisted	0		
<i>--Civilians--</i>			
Civil Service	286	Wage Grade	0
Non-Appropriated Funds	79	Family Members -on and off Installation-	6185
<i>--Family Services--</i>			
Family Centers	1	Teen Centers	1
Child Day Care	1	Family Child Care Certified Homes	35
Total Child Capacity	100	Total Child Capacity	210
Average Waiting List Time -Months-	5		
<i>--Other Services--</i>			
Commissary	2	Exchanges	1
Shoppettes	2	Gas Stations	1
Movie Theaters	1	Banks and Credit Unions	3
McDonalds/Burger King	1	Other i.e. Exchange concessionaires	9

Housing Summary

<i>--Officer Housing--</i>			
Senior Officer Waiting	3	Senior Officer 3 Bed Room	7
Senior Officer 4 Bed Room	29	Senior Officer Other	0
Company Grade Officer Waiting	3	Company Grade Officer 2 Bed Room	49
Company Grade Officer 3 Bed Room	78	Company Grade Officer 4 Bed Room	28
Company Grade Officer Other	0	BOQ	48
<i>--Enlisted Housing--</i>			
Senior Enlisted Waiting	6	Senior Enlisted 3 Bed Room	94
Senior Enlisted 4 Bed Room	46	Senior Enlisted Other	10
Enlisted Waiting	120	Enlisted 2 Bed Room	867
Enlisted 3 Bed Room	444	Enlisted Other	214
BEQ	53	Transient Lodging Facilities	164

Education Summary

<i>Name</i>	<i>Numbers</i>
Elementary School	2
Jr High/Middle School	1
High School	1

Local Community Summary

<i>Type of Housing</i>	<i>Avg.</i>	<i>Low</i>	<i>High</i>
Apartment Rent	0	0	0
House Rent	0	0	0
House Price - Single Family	0	0	0
Townhouse/Condominium Price	0	0	0

Medical and Dental Summary

<i>--Medical Facilities--</i>					
Medical Treatment Facilities	N	Number of Beds	0	Medical Clinic	1
Alcohol	Y	Allergy	Y	Audiology	Y
Cardiology	N	Coronary care	N	Dermatology	N
Dietary	N	Emergency room	Y	Endocrinology	N
Family Practice	Y	General surgery	N	Gynecology	Y
HIV Unit	N	Hematology	Y	Immunization	Y
Infect Disease	N	Intensive Care	N	Laboratory	Y
Mental Health	Y	Neonatal Intensive Care Unit	N	Nuclear Medicine	N
Nephrology	N	Neurology	N	Neurosurgery	N
Obstetrics	Y	Oncology	N	Ophthalmology	Y
Optometry	Y	Orthopedics	Y	Otolaryngology	N
Pathology	N	Pediatrics	Y	Physical Therapy	Y
Podiatry	N	Primary Care	Y	Radiology	Y
Rheumatology	N	Urology	N		
<i>--Dental Facilities--</i>					
Dental Clinics	1	Adolescent	N	Endodontics	N
General Dentistry	Y	Oral Surgery	N	Orthodontics	N
Pedodontist	Y	Periodontics	N		

Relocation and Support Services Summary

<i>--Military Clubs--</i>			
Officers Club	0	Non-Commissioned Officers Club	0
Enlisted Club	0		
<i>--Recreation--</i>			
Arts and Crafts	2	Automobile Hobby Centers	1
Bowling Centers	1	Recreational Centers	1
Libraries	1	Music and Theater Locations	1
<i>--Physical Fitness/Sports--</i>			
9 Hole Golf Courses	0	18 Hole Golf Courses	0
Gyms/Physical Fitness Centers	2	Jogging Paths	1
Tennis Clubs/Courts	2	Tennis Courts - Lighted	0
Swimming Pools - Public	0		
<i>--Nature/Outdoor Activities--</i>			
Outdoor Recreation Centers	0	Campgrounds	0
Fishing Areas	0	Horse Stables	0

APPENDIX

Disclaimer

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